



22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City  
638-06-60 loc 106

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: POLLUX I. QUIRONG Date of Rating: Date Hired: June 27, 2024  
Position: PARALEGAL  
Location: RGC H.O. Department: LEGAL  
Rating Period: June 2024 - September 2024  
Purpose of Rating: 3rd Month Assessment

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

| FACTORS                         | RATING                                                                          |                                                                                           |                                                                                                |                                                                                                     | POINTS |
|---------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------|
|                                 | Has exceptional knowledge of his own & related work.<br>9 to 10 pts.            | Has required knowledge of own & related work.<br>7 to 8 pts.                              | Has required knowledge of own work only.<br>5 to 6 pts.                                        | Needs additional instruction and guidance.<br>1 to 4 pts.                                           |        |
| 1. KNOWLEDGE OF WORK            | Remarks: <b>8</b> competent, and still willing to learn                         |                                                                                           |                                                                                                |                                                                                                     | 8      |
| 2. PRODUCTIVITY                 | Usually exceeds standards.<br>36 to 40 pts.                                     | Meets standards.<br>30 to 35 pts.                                                         | Seldom meets standards.<br>20 to 29 pts.                                                       | Never meets standards.<br>1 to 19 pts.                                                              | 38     |
| 3. INITIATIVE                   | Always<br>9 to 10 pts.                                                          | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 10     |
| 4. DEDICATION TO DUTY           | Always dedicated to duty.<br>9 to 10 pts.                                       | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 10     |
| 5. COOPERATION                  | Always cooperative<br>9 to 10 pts.                                              | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 90     |
| 6. ATTENDANCE & PUNCTUALITY:    | Tardiness w/n the allowable no. or less.<br>9 to 10 pts.                        | With written warning/s<br>(1st Offense)<br>7 to 8 pts.                                    | With one (1) day suspension<br>(2nd Offense)<br>5 to 6 pts.                                    | With 3 days suspension.<br>(3rd Offense)<br>1 to 4 pts.                                             | 5      |
| 7. SAFETY AND / OR HOUSEKEEPING | No record of t/infracton against our safety/ housekeeping rules<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 10     |
| TOTAL                           |                                                                                 |                                                                                           |                                                                                                |                                                                                                     | 90     |

Previous Challenges and Accomplishments:

Areas of Strengths:

Willingness to learn and admit mistakes.  
Team player

Areas of Weaknesses / Development:

Application of Law

Rated By :

Printed Name & Signature

Date :

11-15-24  
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

11/19/2024  
(mm / dd / yy)

RECOMMENDATIONS:

Approved by :

Date Signed

mm / dd / yy

Approved by :

Date Signed

mm / dd / yy

President's Signature :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

Reviewed by:

Approved Recommended Rate :

Human Resource Department

Approved Recommended Position :

Effectivity Date :

mm / dd / yy

| PER RATING | DESCRIPTION   |
|------------|---------------|
| 90-100     | Outstanding   |
| 75-89      | Above Average |
| 50-74      | Average       |
| 49 below   | Below Average |

Passing Rate