



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Leyson, R-Geezel Baron **Date of Rating:** **Date Hired:** 18 March 2025
Position: Recruitment Specialist
Location: MRC - Head Office **Department:** Human Resource
Rating Period: July - August 2025
Purpose of Rating: 5th month Evaluation

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

FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own & related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	10
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	4
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	4
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	4
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
					TOTAL 80

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : MARICRIS P. ARIOLA
Printed Name & Signature
Date : 8/21/25
(mm / dd / yy)

Acknowledged By: PS
Employee Name : Frederick Lysah
Printed Name & Signature
Date : 08/21/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : ADMINISTRATIVE 1,506 9/27/25 Date Signed
mm / dd / yy
Approved by : MARICRIS P. ARIOLA 9/16/25 Date Signed
mm / dd / yy
President's Signature : _____ Date Signed
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____ Amount of Increase: _____
mm / dd / yy
Date of Last Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: PS
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

NOTE: RECEIVED FOR ENCODING 9/23/25