



22nd Floor Strata 100, 7. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 108

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Raymond Ochoa Date of Rating: 10/4/2023 Date Hired: 4/25/2023
Position: Plant Accountant II
Location: Smc San Simon Department: Admin
Rating Period:
Purpose of Rating: 6 months Assessment

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.	8
	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.	36
	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.	8
	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	8
	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.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				87	

Previous Challenges and Accomplishments:

None so far

Areas of Strengths:

flexible and taking initiative

Areas of Weaknesses / Development:

None so far

Submitted By: <u>[Signature]</u> Position: <u>[Signature]</u> Date: <u>11-19-23</u> (mm / dd / yy)	Reviewed By: _____ Signature: _____ Date: _____ (mm / dd / yy)									
RECOMMENDATION: <u>For reevaluation</u>										
<table style="width: 100%;"> <tr> <td style="width: 50%;">Approved By: _____</td> <td style="width: 10%;">Date Signed: _____</td> <td style="width: 40%;">mm / dd / yy</td> </tr> <tr> <td>Approved By: _____</td> <td>Date Signed: _____</td> <td>mm / dd / yy</td> </tr> <tr> <td>Reviewed By: _____</td> <td>Date Signed: _____</td> <td>mm / dd / yy</td> </tr> </table>		Approved By: _____	Date Signed: _____	mm / dd / yy	Approved By: _____	Date Signed: _____	mm / dd / yy	Reviewed By: _____	Date Signed: _____	mm / dd / yy
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Reviewed By: _____	Date Signed: _____	mm / dd / yy								
EMPLOYED EMPLOYEE: Title: <u>SW-23-23</u> Previous Title: <u>SW-23</u> (mm / dd / yy) Date of Last Increase: _____ (mm / dd / yy) Date of Last Increase: <u>04-25-23</u> (mm / dd / yy) New Rate: _____										
HUMAN RESOURCE MANAGEMENT DEPARTMENT Director of Human Resources: _____ Reviewed By: _____ Human Resource Department										

Current Rate	Proposed Rate
\$1.00	Continuing
\$2.00	Proposed Rate
\$3.00	Proposed Rate
\$4.00	Proposed Rate

Existing Rate