



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: RAYMUND LUCIANO Date of Rating: 9/18/2025 Date Hired: June 30, 2025
Position: Inventory Controller
Location: Malabon Plant Department: Audit
Rating Period: JULY - SEPTEMBER 30, 2025
Purpose of Rating: 3RD 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.	5
	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.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	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	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	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/infracton 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 2infractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	75

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

*Matuto mag IR pag may nakitang paulit-ulit na mali. Wag lang basta pagsabihan at palagpasin.

02 OCT 2025



Rated By : JOHN REGOR M. ANTONIO
Printed Name & Signature

Date : _____
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

*Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin.

*Magbilang ng sarili o actual count, wag umasa sa bilang sa documents. Wag makampante sa bilang ng mga kasama.

Approved by : Kenji C. Kailu Date Signed 9/24/25
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
mm / dd / yy

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

Rated By: <u>JOHN REYES M. ANTONIO</u> Printed Name & Signature Date: _____ (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name: <u>Raymund Dale Aluciano</u> Printed Name & Signature Date: <u>Oct. 1, 2025</u> (mm / dd / yy)
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RECOMMENDATIONS

*Iwasan ang pag istambay, lalo na sa oras ng trabaho, maghanap ng maaring gawin.
 *Magbilang ng sarili o actual count, wag umasa sa bilang sa documents. Wag makampante sa bilang ng mga kasama.

Approved by:	<u>[Signature] C. Kaila</u>	Date Signed:	<u>9/26/25</u> mm / dd / yy
Approved by:	_____	Date Signed:	_____ mm / dd / yy
President's Signature:	_____	Date Signed:	_____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: June 30, 2025 Present Rate: 18,127.92 per month Amount of Increase: _____
 mm / dd / yy

Date Appointed to Present Position: June 30, 2025 Date of Last Increase: _____
 mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Reviewed by: [Signature]
 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