



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Regie Martinez Date of Rating: Jan. 25, 2025 Date Hired: August 6, 2024
Position: PA2
Location: Malabon Plant Department: Audit
Rating Period:
Purpose of Rating:

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.	7
	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	8
	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/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 2infractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	78
Previous Challenges and Accomplishments:					

Areas of Strengths:
Matanung, and nakikita ko na willing siya matuto.

Areas of Weaknesses / Development:
* Mahiyain, nahihiya magtanung or magfollow up sa mga katrabaho sa office.

Rated By : 
Printed Name & Signature
Date : Jan. 25, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name :
Printed Name & Signature

Date :
(mm / dd / yy)

RECOMMENDATIONS:

- *Iwasan umabsent pag hindi importante ang dahilan. ✓
- *Wag mahiya magtanung o mag followup sa mga katrabaho regarding work, to avoid late submission of reports. ✓
- * Double check all reports before submitting. ✓
- *Maaga palang planuhin na ang schedule para matapos lahat ng reports/inventory counts sa tamang oras, katulad sa ginagawa ng ibang PA2 at para maging patas para sa lahat. ✓

Approved by :  Date Signed 02/20/25
mm / dd / yy
Approved by : _____ Date Signed _____
mm / dd / yy
President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 02/01/24 Present Rate: 18.00 Amount of Increase: 500
mm / dd / yy
Date Appointed to Present Position: 02/01/24 Date of Last Increase: _____
mm / dd / yy
New Rate: 18.500

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