



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: CARPIO, RENAN G. Date of Rating: Date Hired: April 10, 2025
 Position: BULLET HUSTLING DRIVER Department: LOGISTICS
 Location: SPI CALACA
 Rating Period: AUGUST - SEPTEMBER 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.	9
	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.	35
	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.	9
	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.	8
		(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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL				88	

RECEIVED
06 JAN 2026

Previous Challenges and Accomplishments:

WIFE ~~ABUSE~~ ~~SURVIVE~~

Areas of Strengths:

Always dedicated & COOPERATIVE TO DUTY

Areas of Weaknesses / Development:

Rated By: <u>Robert Solivio</u> Printed Name & Signature Date: <u>SEP. 15, 2025</u> (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name: <u>RENAN CILIO</u> Printed Name & Signature Date: <u>12-2-25</u> (mm / dd / yy)
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RECOMMENDATIONS

Approved by : ALVIN JHON B. FORMAL Date Signed : mm / dd / yy
LOGISTICS MANAGER

Approved by : MARICRIS ARIOLA Date Signed : mm / dd / yy
OIC HR AND ADMIN HEAD

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

EMPLOYEE DETAILS:

Date Hired: 04/10/25 Present Rate: 700/PER DAY
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: [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



[Signature]