



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **RICA MAE M. ZURBANO** Date of Rating: **7/19/2023** Date Hired: **1/23/2023**
Position: **SOCIAL MEDIA SPECIALIST**
Location: **HEAD OFFICE** Department: **MULTI MEDIA**
Rating Period: **Jan 23- July 2023**
Purpose of Rating: **REGULARIZATION**

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: KABISADO NAMAN NYA ANG JOB DESCRIPTION NYA.				
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: ACTIVE NAMAN SA LUMAT AT NAKIKI PARTICIPATE SA LUMAT				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: NAKIKI KALAKAPAN LANG NG IMPROVEMENT				
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: YES, ALWAYS ACTIVE AT MAT COOPERATION SA MGA ACTIVITY NAMAN				
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: GOOD attendance at pagpapalagan naman kapag absent					
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: Malinis naman sa sarili at sa mga gamit sa table nya				
				TOTAL	81

Previous Challenges and Accomplishments:

ENDORSED TO M'KRISHN

11/6/23

Areas of Strengths:

ANSWERING INQUIRIES, MONITORING, COMMUNICATION / COORDINATION
DESCRIPTION CONTENT

Areas of Weaknesses / Development:

IMPROVEMENT FOR WRITINGS & content, SUBMISSION ON THE SAID DATE.

Rated By : A. Delos Santos
Printed Name & Signature
Date : 07-21-23
(mm / dd / yy)

Acknowledged By:

Employee Name : RICA M. ZURBANO
Printed Name & Signature
Date : 08/09/23
(mm / dd / yy)

RECOMMENDATIONS:

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