



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Rico Bacalan Date of Rating: September 24, 2025 Date Hired: June 2, 2025
 Position: Utility Maintenance
 Location: MRC-TRAINING CENTER Department: Housekeeping
 Rating Period: June 02-September 02, 2025
 Purpose of Rating: 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.	6
	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.	33
	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.	7
	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	7
	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.	
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				79	

Previous Challenges and Accomplishments:

We appreciate his work, but sometime he is late or half-day on their work, but he do his best.

Areas of Strengths:

Respectful and willing to carry out directives from supervisor.

Areas of Weaknesses / Development:

more guidance to do his best

 Thelma B. Bautista Printed Name & Signature Date : _____ (mm / dd / yy)	Acknowledged By: Employee Name : <u>Rico Maclean</u> Printed Name & Signature Date : <u>September 24, 2025</u> (mm / dd / yy)
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RECOMMENDATIONS:

Recommend extension of contract
Recommend extension of contract
Next schedule of Evaluation will be on October 24, 2025. S/N

Approved by :	<u>Thelma B. Bautista</u>	Date Signed :	<u>09/24/2025</u> mm / dd / yy
Approved by :	_____	Date Signed :	_____ mm / dd / yy
President's Signature :	_____	Date Signed :	_____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ mm / dd / yy	Present Rate: _____	Amount of Increase: _____
Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy
		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