



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Rico Baclea-an
 Position: Utility Maintenance
 Location: MRC-TRAINING CENTER
 Rating Period: September 24-October 24, 2025
 Purpose of Rating: 4th Month Evaluation
 Date of Rating: October 23, 2025
 Date Hired: June 2, 2025
 Department: Housekeeping

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.	32
	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 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.	8
	9 to 10 pts.	(1st Offense) 7 to 8 pts.	(2nd Offense) 5 to 6 pts.	(3rd Offense) 1 to 4 pts.	
	Remarks: With NTE issued for absenteeism w/o justifiable reason.				
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					79

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Previous Challenges and Accomplishments:

Refrain from being absent without prior notice.

Areas of Strengths:

He is willing to perform tasks beyond his assigned duties when needed.

Areas of Weaknesses / Development:

Requires close supervision. Sometimes needs reminders or instruction before taking initiative.

Rated by

[Signature]
Printed Name & Signature

Date

10/24/25

(mm / dd / yy)

Acknowledged By:

Employer Name

[Signature]
Printed Name & Signature

Date

11/05/25

(mm / dd / yy)

RECOMMENDATIONS:

Recommended extension of contract

Approved by

Date Signed

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

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

Approved Recommended Position

Effectivity Date:

mm / dd / yy

[Signature] 11/6/25
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
50 below	Below Average

Posting Note