

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Rikkl Alrene Grace Borbon **Date of Rating:** April 7, 2026 **Date Hired:** December 18, 2025
Position: HR Associate
Location: RGC Teresa **Department:** Human Resource
Rating Period: January 2026 - March 2026
Purpose of Rating: 3rd Month Evaluation

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

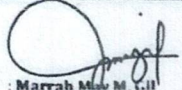
FACTORS	RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his own&related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Consistently meets expected standard and performs tasks with minimal supervision				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Consistently demonstrates productivity and completes assigned tasks on time.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Shows strong Initiative by proactively identifying and addressing tasks with minimal supervision.				
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 : Shows good dediacton and reliably completes assigned responsibilities.				
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 : Demonstrates excellent cooperation and works effectively with team members to achieve objectives.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Maintains excellent attendance and consistently reports to work on time.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Demonstrates good awareness of safety and keeps the workplace orderly.				
TOTAL				90	

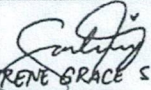
Previous Challenges and Accomplishments:

Areas of Strengths:

Commitment and dedication to work, has excellent knowledge of work, maintains standard productivity and consistently demonstrates initiative and cooperation.

Areas of Weaknesses / Development:

Rated By : 
Printed Name & Signature
Date : 04/07/2026
(mm / dd / yy)

Acknowledged By: 
Employee Name : RIKKI ATRENE GRACE S. BORBON
Printed Name & Signature
Date : 04 - 07 - 2026
(mm / dd / yy)

RECOMMENDATIONS:

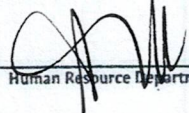
Approved by : _____ Date Signed _____ mm / dd / yy
Approved by : _____ Date Signed _____ mm / dd / yy
President's Signature : _____ Date Signed _____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 12/18/2026 Present Rate: 90%
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: _____
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