Mindbridge

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	ROBERT FAJARDO	Date of Rating:	08/19/2024	Date Hired:	04/17/2024
Position:	INVENTORY CONTROLLER	Department:			
Location:	CALAMBA PLANT				
Rating Period:	04/17/24 - 08/19/24				
Purpose of Rating:	4 MONTHS ASSESSMENT				

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. 9 to 10 pts.	Has required knowledge of own & related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	32
	Remarks :				
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
	Remarks :				
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	8
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2infractions against our safety/ housekeeping rules 1 to 4 pts.	8
	Remarks :			TOTAL	81

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : MC. EDSON F. CHUHADA Printed Name & Signature Date : 08/19/24 (mm / dd / yy)	Acknowledged By: Employee Name : ROBERT JOHN FAJARDO Printed Name & Signature Date : 09 04 24 (mm / dd / yy)

RECOMMENDATIONS:

Approved by	:	Date Signed	8/22/24 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: ____________

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 : ____________

Approved Recommended Rate : ____________

Approved Recommended Position : ____________

Effectivity Date : ____________ mm / dd / yy

Reviewed by:

____
Human Resource Department

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

Passing Rate

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Location:	**CALAMBA PLANT**	**Department:**			
Rating Period:	**04/17/24 - 08/19/24**				
Purpose of Rating:	**4 MONTHS ASSESSMENT**				

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	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	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
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		(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/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	8
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	Remarks :				
				TOTAL	81

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : ML. EDSON T. CALUMOS
Printed Name & Signature

Date : 08/19/24
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : _____ Date Signed 8/22/24
mm / dd / yy

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

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

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
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 : _____

Approved Recommended Rate : _____

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Effectivity Date : _____
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