



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ROBERT FAJARDO Date of Rating: 10/02/2024 Date Hired: 04/17/2024
Position: INVENTORY CONTROLLER
Location: CALAMBA PLANT Department:
Rating Period: 04/17/24 - 10/02/24
Purpose of Rating: 6 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.	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.	31
	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.	9
		{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/infracton 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 2infractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				78	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: <u>MC. ERSON T. CHURION</u> Printed Name & Signature Date: <u>10/02/24</u> (mm / dd / yy)	Acknowledged By: _____ Employee Name : _____ Printed Name & Signature Date: _____ (mm / dd / yy)
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RECOMMENDATIONS:

Approved by: _____	Date Signed: <u>10/24/24</u> mm / dd / yy
Approved by: _____	Date Signed: _____ mm / dd / yy
President's Signature: _____	Date Signed: _____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: <u>04/17/2014</u> mm / dd / yy	Present Rate: <u>16,000</u>	Amount of Increase: <u>1,000 -</u>
Date Appointed to Present Position: <u>04/17/2014</u>	Date of Last Increase: _____ mm / dd / yy	New Rate: <u>17,000 -</u>

& retro the salary increase

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: <u>REGULARIZATION</u>	Reviewed by: <u>[Signature]</u> Human Resource Department
Approved Recommended Rate: <u>ADDITIONAL 1000</u>	
Approved Recommended Position: <u>SAME</u>	
Effectivity Date: <u>Oct 14, 2024</u> mm / dd / yy	

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

Passing Rate