



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ROBERT MORANTE**

Date of Rating: **9/15/25**

Date Hired: **6/16/25**

Position: **IC**

Location: **URDANETA**

Department: **AUDIT / INVENTORY**

Rating Period: **6/16/25 to 9/15/25**

Purpose of Rating: **3rd mos. assessment (9/15/25)**

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: FOCUS ON IC ONLY ONLY'S FOLLOW DIRECT ON INSTRUCTION.				
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: N/A				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: SOMETIMES NEED TO REMIND				
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: N/A				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: NOT SO COOPERATIVE IN REPORTING.				
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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: N/A				
TOTAL					75

RECEIVED

02 OCT 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : <u>MARINO P. P. P.</u> Printed Name & Signature Date : <u>9/15/25</u> (mm / dd / yy)	Acknowledged By: Employee Name : _____ Printed Name & Signature Date : _____ (mm / dd / yy)
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RECOMMENDATIONS:

Approved by : Kenji C. Koike Date Signed 9/26/25
mm / dd / yy

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

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

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____ Amount of Increase: _____
mm / dd / yy

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____ 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

Previous Challenges and Accomplishments:

NR

Areas of Strengths:

NR

Areas of Weaknesses / Development:

- NEED TO IMPROVE IN TERMS OF REPORTING & BE COOPERATIVE

Rated By: [Signature]
Printed Name & Signature
Date: 9/15/25
(mm/dd/yy)

Acknowledged By: [Signature]
Employee Name: ROBERT E. MORANTE
Printed Name & Signature
Date: 10/01/25
(mm/dd/yy)

RECOMMENDATIONS:

Approved by: [Signature] Date Signed: 9/26/25
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

Amount of Increase: _____
Date of Last Increase: _____
mm/dd/yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____
Approved Recommended Rate: _____
Approved Recommended Position: _____
Effectivity Date: _____
mm/dd/yy

Reviewed by:

[Signature]
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
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	Below Average

Paying Rate