



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-66 60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: REGULACION, ROCHELLE Date of Rating: 26-Aug-24 Date Hired:
Position: HR ASSOCIATE
Location: SMC MALABON Department: HRD
Rating Period:
Purpose of Rating: 2nd

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 : Basic knowledge on HR				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	27
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Walang pinapasa na report para malaman kung ano ang mga natapos nya sa trabaho.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Hindi siya nagkukusang magreport sa mga ginagwa niya sa opis, kailangan pa siya sabihan.				
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	Usually	Sometimes	Rarely	6
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : gumagawa ng sariling desisyon, gaya nung hindi niya pinapasama ang pinasok ng empleyado na 1 day. Hindi sya nag sabi samin dito.				
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.	
	Remarks :				
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 2infractons against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				71	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

No cooperation with the team

Rated By : EMILYN MEDINA
Printed Name & Signature

Date : AUG 26, 2024
(mm / dd / yy)

Acknowledged By:

Employee Name : REGULACION ROCHELLE
Printed Name & Signature

Date : 08 - 28 - 2024
(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: _____ 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