



22 "Four Dimes" E. Division Road, San Antonio, Paig City
LIT 160000120

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: BECULACION, ROCHELLE Date of Rating: 12/07/2024 Date Hired:
Position: HR ASSOCIATE
Location: SMC MALABON Department: HRD
Rating Period:
Purpose of Rating: 3RD MONTH

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.	30
	16 to 40 pts.	30 to 35 pts.	20 to 25 pts.	1 to 10 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:				
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/in 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.	
7. SAFETY AND / OR HOUSEKEEPING	No record of 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 2 infractions 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:
Arranging the files needed in Malibon

Areas of Strengths:

Areas of Weaknesses / Development:

Decision making
Firmness

Rated By: 
Printed Name & Signature

Date: JULY 12, 2024
(mm / dd / yy)

Acknowledged By:

Employee Name: REGULACION BOCHELLE
Printed Name & Signature

Date: 07-12-2024
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

Date Signed

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

mm / dd / yy

EMPLOYEE DETAILS

Date Hired: _____
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date Appointed to Present Position: _____

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

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

Passing Rate