



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	RUFFA MAE S. LEUTERIO	Date of Rating:	SEPTEMBER 24, 2025	Date Hired:	26 June 2025
Position:	HR-ASSOCIATE	Department:	HUMAN RESOURCE		
Location:	RGC-SAN ILDEFONSO				
Rating Period:	JUNE 26, 2025 TO SEPTEMBER 24, 2025				
Purpose of Rating:	3 MONTHS (PROBI)				

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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : CONSISTENTLY DEMONSTRATES STRONG KNOWLEDGE OF WORK AND CONTINUOUSLY EXPANDS UNDERSTANDING OF WORK PROCESSES				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : DILIGENT IN PERFORMING DUTIES				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : CONSISTENTLY DEMONSTRATES INITIATIVE TO ENSURE TIMELY COMPLETION OF PENDING NTE's				
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 : WILLING TO RENDER OVERTIME TO COMPLETE ASSIGNED TASKS				
5. COOPERATION	Always	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks : CONSISTENTLY DEMONSTRATE COOPERATION AND SUPPORT FOR THE IMPROVEMENR OF THE PLANT					
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 : ONE INSTANCE OF TARDINESS					
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : CURRENTLY COMPLIANT WITH THE PRESCRIBED SAFETY RULES WITH NO RECORDED VIOLATIONS				
				TOTAL	87

RECEIVED

02 OCT 2025

Previous Challenges and Accomplishments:
EMPLOYEES WHO HAVE BEEN PLACED UNDER CONSECUTIVE PREVENTIVE SUSPENSION

Areas of Strengths:
SHOWS STRONG COMMITMENT TO DUTY, IS PUNCTUAL, AND CONSISTENTLY PERFORMS TASKS WITH DILIGENCE

Areas of Weaknesses / Development:
TENDS TO BECOME EASILY PRESSURED WHEN CONFRONTED WITH UNEXPECTED INCIDENTS OR SITUATIONS

Rated By : Jessa Payab
Printed Name & Signature
Date : 09/24/25
(mm/dd/yy)

Acknowledged By: RUFFA M. S. LEUTERIO
Employee Name : RUFFA M. S. LEUTERIO
Printed Name & Signature
Date : 09/24/25
(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: _____
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 : _____

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