



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Salaga, Rene H. Date of Rating: Date Hired: NOVEMBER 12, 2025
 Position: Bullet/Hustling Driver
 Location: SPI CALACA Department: LOGISTICS
 Rating Period: NOVEMBER 2025 to FEBRUARY 2026
 Purpose of Rating: 3RD MONTH EVALUATION

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.	4
	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.	4
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	4
	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.	4
	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	4
	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.	7
		(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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					35 %

Previous Challenges and Accomplishments:

NEEDS ADDITIONAL
INSTRUCTION AND GUIDANCE

Areas of Strengths:

NEVER MEETS
STANDARD

Areas of Weaknesses / Development:

RARELY RESPONSE TO
COMPANY NEEDS

Rated By: DANIEL MENDOZA
Printed Name & Signature
Date: 02/20/2024
(mm / dd / yy)

Acknowledged By: [Signature]
Employee Name: REN SALAGA
Printed Name & Signature
Date: 02-07-26
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : ALVIN JHON B. FORMAL Date Signed: _____
LOGISTICS MANAGER mm / dd / yy

Approved by : MARICRIS ARIOLA Date Signed: _____
OIC HR AND ADMIN HEAD mm / dd / yy

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

EMPLOYEE DETAILS:

Date Hired: 11/12/25 Present Rate: 700/day
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

Reviewed by:

[Signature] n/4
Human Resource Department

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

Passing Rate