



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Aquino, Reniel E** Date of Rating: **Nov. 16, 2024** Date Hired: **AUGUST 01 2025**
 Position: **Dispatch checker** Department: **LOGISTICS**
 Location: **SPI CALACA**
 Rating Period: **AUGUST 2025 to NOVEMBER 2025**
 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.	8
	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.	33
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 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	9
	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	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 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:				
TOTAL					84

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06 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

Team player

Areas of Weaknesses / Development:

Rated By

Jessica Paranal
Printed Name & Signature

Date

11-15-25
(mm / dd / yy)

Acknowledged By

Employee Name

PAUL E. FORD
Printed Name & Signature

Date

12-3-2025
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : ALVIN JHON B. FORMAL
LOGISTICS MANAGER

Date Signed

mm / dd / yy

Approved by : MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 08/03/24
mm / dd / yy

Present Rate: 600/DAY

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

