

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jordan, Rhenjae Boy Date of Rating: 11/17/25 Date Hired: JULY 19, 2025
 Position: Trailer Truck Driver
 Location: SFI CALACA Department: LOGISTICS
 Rating Period: JULY 2025 to OCTOBER 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.	30
	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.	6 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	7
	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.	8
		(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.	6 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					77

RECEIVED

06 JAN 2026

Challenges and Accomplishments:

Areas of Strengths: MARKS, COMMUNITIES, SOME TIMES COOPERATIVE

Areas of Weaknesses / Development: NEEDS IMPROVEMENT

Rated By: [Signature]
Printed Name & Signature
Date: 11-17-20
(mm / dd / yy)

Acknowledged By: [Signature]
Employee Name: ALMEIDA BOY JORDAN
Printed Name & Signature
Date: [Signature]
(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: [Signature] Date Signed: mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 07/19/25 Present Rate: PER TRIP

Date Appointed to Present Position:

Amount of Increase:

Date of Last Increase:
mm / dd / yy

New Rate:

Nature of Recommendation:

Approved Recommended Rate:

Approved Recommended Position:

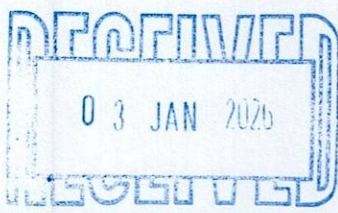
Effectivity Date:
mm / dd / yy

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Reviewed by: [Signature]
Human Resource Department

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

Passing Rate



[Signature]