



22nd Floor Suite 100, F. Ortigas Jr. Road, San Antonio, Pasig City
838-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Ricardo Patiño** Date of Rating: **December 31, 2025** Date Hired: **August 11, 2025**
Position: **Inventory Controller**
Location: **Mandaue plant** Department: **Audit Department**
Rating Period: **4TH MONTH**
Purpose of Rating:

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.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Has a knowledge in work but need to be improve.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Has an initiative in work even in minimal supervision.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Dedicated in work.				
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: Always cooperates without any complain.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: Always on time					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/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: No record.				
TOTAL					61

Rowie Carl Solis
MGLASCO
Plant Accountant 2

RECEIVED

04 FEB 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: Ricardo G. Patiño
Plan Development 2
 Printed Name & Signature

Date: 11/6/26
(mm / dd / yy)

Acknowledged By: Ricardo G. Patiño
 Printed Name & Signature

Date: 11/6/26
(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: mm / dd / yy Present Rate: _____

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: _____ Reviewed by: 214

Approved Recommended Rate: _____

Approved Recommended Position: _____

Effectivity Date: mm / dd / yy

PER RATING	DESCRIPTION
75-100	Outstanding
55-74	Above Average
50-74	Average
49 below	Below Average

Pending Rate