



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Robie Villarin
Position: HR Associate
Location: San Fernando
Rating Period: OCTOBER 21 - MARCH 11, 2026
Purpose of Rating: 4TH MONTH EVALUATION
Date of Rating: 3/11/2026
Date Hired: OCTOBER 21, 2025
Department: HUMAN RESOURCE

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.	9	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Napapansin ko magaling siya CompenBen kasi may mga alam siya sa mga SSS Benefits na di ko pa alam. May mga natutunan din ako sa kanya. Yung sa payroll is madali lang nya natutunan at nakuha lalo na sa timekeeping na may per trip.					
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.		
	Sa Labor Relations, nahahabol naman niya ang mga kailangan i-upload ta i-serve ngunti sa pag draft ng NTE ay wala pa ako nakita					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Di ko na kailangan utusan at kusang ginagawa ang mga trabaho lalo na sa mandates at loans d ko na kailangan i-remind ng pa ulit-ulit					
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Nakikita ko na hinuhusayan nya at pinagsisikapan na hindi magkamali. Nakikinig sa instruction at guidance ng mga mas senior sa kanya.					
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.		
	Nakikipag coordinate sa akin at sa partner nya na HRA sa San Fernando. Di ko siya nakita o narinig ni minsan na may di pagkakaintindihan sila dalawa ng kasama nya na HRA.					
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.		
	Nung siya ay nag absent ay nagpaalam at nagpa approve naman siya. Nag inform din siya sa akin. Minsan nga lang ay may late siya.					
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	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Sumusunod naman sa safety at housekeeping rules ng planta. Nakikita ko din na sinisiguro nya na ang mga tao nya ay sumusunod din dito.					
TOTAL					85	

Previous Challenges and Accomplishments:

Naiwanan siya ng maraming pending ng previous na HRA ng San Fernando kasi nag immediate resign yun at hindi man lang nag turn over
Ngunit, nahabol nya naman ito at nakipagtulongan sa akin para matapos ang pending sa labor relations sa 2025.
Nahirapan lang siya dati kasi sobraang daming pending at siya lang mag-isa nung panahon na yun.

Areas of Strengths:

May alam talaga siya sa HR na trabaho. Alam nya ang mga process ng HR lalon na sa CompenBen
Nakikinig sa instruction at willing matuto kasi kahit pinagsasabihan siya hindi ito napanghihinaan ng loob
Willing mag overtime para lang matapos ang mga pending at makahabol
Maganda ang teamwork sa partner nya na HRA at nagawa nilang magtiis sa isang pc ng halos isang buwan. Nahahati ang trabaho ng maayos kahit di ko pagsabihan.

Areas of Weaknesses / Development:

Sa pamamaraan ng pag approach nya sa mga employee, minsan kasi napapansin ko ay pagalit ito nakikipag usap sa mga empleyado.
Minsan ay di din nya masyado ma explain ng maayos ang nilalaman ng mga NTE kapag nag si-serve siya
Hindi ko pa nakita gumawa ng NTE kahit na sinabihan ko na mag draft na ng NTE, ako na lang ang gumawa para di ma pending

Rated By

: Myco Marie Bernabe
Printed Name & Signature

Date

: 03/11/2026
(mm / dd / yy)

Acknowledged By:

Employee Name

RODIE N. NUNUN
Printed Name & Signature

Date

: 03 / 11 / 2026
(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:

Amount of Increase:

Date Appointed to Present Position:

Date of Last Increase:

mm / dd / yy

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy

 4/7
Human Resource Department

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

Passing Rate