



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **NAVARRO, RODRIGO** Date of Rating: **12/4/25** Date Hired: **JUNE 24, 2024**
 Position: **BULLET HUSTON DRIVER** Department: **LOGISTICS**
 Location: **SPI CALACA**
 Rating Period: **JUNE 2025 TO NOVEMBER 2025**
 Purpose of Rating: **5TH MONTH EVALUATION**

Instructions: Please review notes on Center to performance or appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8
2. PRODUCTIVITY	Usually exceeds standards	Meets standards	Seldom meets standards	Never meets standards	30
3. INITIATIVE	Always	Usually	Sometimes	Rarely	4
4. DEDICATION TO DUTY	Always dedicated to duty	Usually dedicated to duty	Sometimes dedicated to duty	Rarely responds to company needs	9
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
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
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
TOTAL					82

RECEIVED

06 JAN 2026

