



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Casupang, Rolando L. **Date of Rating:** **Date Hired:** SEPTEMBER 19, 2025
Position: Bullet/ Hustling Driver
Location: SPI CALACA **Department:** LOGISTICS
Rating Period: SEPTEMBER 2025 to FEBRUARY 2026
Purpose of Rating: 5TH 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.	9
	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	9
	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.	9
	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 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				84%	

Previous Challenges and Accomplishments:

MEETS STANDARD

Areas of Strengths:

HAS REQUIRED KNOWLEDGE
OF OWN RELATED WORKS

Areas of Weaknesses / Development:

MEETS STANDARD

Rated By:

DANIEL MENDOZA

Printed Name & Signature

Date:

02/20/2024

(mm / dd / yy)

Acknowledged By:

Employee Name:

Rolando Casupang

Printed Name & Signature

Date:

03/03/24

(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: 09/19/25

mm / dd / yy

Present Rate: 700/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:

Human Resource Department

Approved Recommended Rate

:

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