



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **Causito Roman Jr.** Date of Rating: **11/11/25** Date Filed: **JULY 25, 2025**
 Position: **Bullet/Hustling Driver**
 Location: **SPI 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.	35
	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.	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	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks:					
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	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL				85	

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

METS STANDARD WITH ABOVE AVERAGE

Areas of Strengths:

DEDICATED & COMMITMENT TO DUTY

Areas of Weaknesses / Development:

ALWAYS FOLLOW AND OBEY ORDERS

Rated By:

Robert Solano

Printed Name & Signature

Date:

11-17-25

(mm / dd / yy)

Acknowledged By:

Employee Name:

Carmen Roman Jr.

Printed Name & Signature

Date:

12-05-25

(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: 10/05/25
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:

Approved Recommended Rate:

Human Resource Department

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

