



## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: De Gala, Rovick Date of Rating: Date Hired: MAY 27, 2025  
 Position: Timmerman  
 Location: SPT CALACA Department: LOGISTICS  
 Rating Period: MAY 2025 TO OCTOBER 2025  
 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.                                           | 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.                                                               | 34     |
|                                 | 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.                                                              | 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 2 infractons against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                 | Remarks:                                                        |                                                                                 |                                                                                 |                                                                                      |        |
| TOTAL                           |                                                                 |                                                                                 |                                                                                 |                                                                                      | 86     |

RECEIVED

06 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

- Hardworking  
- Initiative

Areas of Weaknesses / Development:

Rated By

Jesica O. Marcial  
Printed Name & Signature

Date

11-15-25  
(mm / dd / yy)

2nd Evaluation

1st evaluation 10/10/25

Acknowledged By:

Employee Name

Rolick M. Degala  
Printed Name & Signature

Date

11-25-25  
(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 05/27/25  
mm / dd / yy

Present Rate: 540/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:

[Signature]

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



[Signature]