



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	MIJARES, ROXANNE JIMENEZ	Date of Rating:	Date Hired:	22-Oct-2025
Position:	PAYROLL ASSISTANT			
Location:	MRC HEAD OFFICE	Department:	HUMAN RESOURCE	
Rating Period:	OCTOBER 22 - JANUARY 22, 2026 /			
Purpose of Rating:	1st Assessment/3rd MONTH PERFORMANCE 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.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: UNDERSTANDS JOB DUTIES & FOLLOWS ESTABLISHED PROCEDURE				
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: FINISHES WORK BASED ON THE GIVEN SCHEDULE				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: ABLE TO WORK INDEPENDENTLY WITH OCCASIONAL GUIDANCE				
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: HIGHLY COMMITTED TO ACHIEVING QUALITY RESULTS				
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: SHOWS WILLINGNESS TO ASSIST OTHERS & COLLABORATE EFFECTIVELY				
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.	
Remarks: CONSISTENTLY ADHERES TO THE WORK SCHEDULE					
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	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: NEEDS TO FOLLOW PROPER WORKPLACE ORGANIZATION & CLEANLINESS STANDARD.				
TOTAL					812

RECEIVED

06 FEB 2026

Previous Challenges and Accomplishments:

Although lacking prior experience, quickly learns & adapt

Areas of Strengths:

FOCUS & FAST LEARNER

Areas of Weaknesses / Development:

WORK STANDALONE OFTEN UNDOY

Rated By : ANA LORAIN CALUBALAN
Printed Name & Signature

Date : 02/05/2026
(mm / dd / yy)

Acknowledged By:

Employee Name : ARONNE MIJARES
Printed Name & Signature

Date : 02/06/26
(mm / dd / yy)

RECOMMENDATIONS:

KEEP UP THE GOOD WORK! MAINTAIN A CLEAN WORKSPACE

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: _____ Present Rate: _____
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

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