

PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	Rudolf Bobby Ramos	Date of Rating:	February 06, 2026	Date Hired:	September 9, 2025
Position:	Inventory controller	Department:	Audit Department		
Location:	San ildefonso Plant				
Rating Period:	Jan.9-Feb.9,2026				
Purpose of Rating:	5 months evaluation				

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

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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 : Kunting improvement					
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	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.	8	
	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 : pagpatuloy lang ang ginagawa at magtanong kung meron hindi alam					
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/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractions against our safety/ housekeeping rules	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
TOTAL					88	

Previous Challenges and Accomplishments:

Areas of Strengths:

nagagawa niya yung trabaho bilang IC

Nakukuha kaagad at ginagawa kaagad pag meron instruction at pinapagawa

Areas of Weaknesses / Development:

wag mahiya mag approach sa mga employado

wag mahiya mag tanong.

Rated By : REGIE MARTINEZ
Printed Name & Signature

Date : 2/5/26
(mm / dd / yy)

Acknowledged By:

Employee Name : RUDOLF BOBBY RAMOS
Printed Name & Signature

Date : 02 / 10 / 26
(mm / dd / yy)

RECOMMENDATIONS:

MORE IMPROVEMENTS

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: 09 / 09 / 25 Present Rate: 16,000
mm / dd / yy

Date Appointed to Present Position: 01 / 25 / 26

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