



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638 06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: SARAH MAE ROMANO Date of Rating: 07/05/2025 Date Hired: 01/16/2025
Position: HR ASSOCIATE
Location: REGASCO DASMA Department: HR DEPARTMENT
Rating Period: 5TH OF THE MONTH
Purpose of Rating: FOR REGULARIZATION

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.	36
	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.	10
		(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/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				81	
Previous Challenges and Accomplishments: Can work minimal supervision, can handle employee relation incident, organized documents					
Areas of Strengths: with knowledge to work , comben, labor relation, recruitment, payroll and time keeping					
Areas of Weaknesses / Development: Improve in decision-making, lack of coordination/communication with her roving. Need to closer attention to following instructions and standard procedures to prevent errors, delays or miscommunication.					

Rated By : MARRAH MAY M. GIL
Printed Name & Signature

Date : 7/14/2025
(mm / dd / yy)

Acknowledged By:

Employee Name : SARAH MAE ROMANO
Printed Name & Signature

Date : JUL 14 2025
(mm / dd / yy)

RECOMMENDATIONS:

Needs to be very careful with important documents. Always finds time to communicate well with her roving specially when dealing with very important matters in the plant.
Always exercise caution when submitting documents to the head office. Ensure that all submissions are complete, accurate and include necessary details.

Approved by : ADDITIONAL 1,500 Date Signed 7/25/25
mm / dd / yy
Approved by : [Signature] Date Signed mm / dd / yy
President's Signature : [Signature] Date Signed mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 1/16/2025 Present Rate: _____ Amount of Increase: _____
mm / dd / yy
Date Appointed to Present Position: _____ Date of Last Increase: _____
mm / dd / yy
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [Signature] 7/25/25
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