



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: SHAN RENCEL VITOR Date of Rating: 1/26/2024 Date Hired: 10/26/2023
Position: Accounting Head
Location: Head Office Department: Accounting
Rating Period: Oct 2023- Jan 2024
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 : knows the general nature of the accounts but must be familiar with the actual practice in order to make possible improvement in the process.				
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	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.	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : willingness to learn the historical events that transpired is commendable.				
5. COOPERATION	Always	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	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.	
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	91

Previous Challenges and Accomplishments:

Areas of Strengths:

Being an analytical thinker

Areas of Weaknesses / Development:

Must learn to balance & prioritize of what's really important.

Rated By : <u>Chie Pajarillo</u> Printed Name & Signature Date : <u>02/01/24</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>Shan Rencel Vitor</u> Printed Name & Signature Date : <u>02-02-24</u> (mm / dd / yy)
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RECOMMENDATIONS:

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