



22. Home Street 100, F. Outpost B. Road, San Antonio, Pang City
G15 90 80 100 100

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Shariya Balagtas Date of Rating: 8/30/2023 Date Hired: 3/7/2023
Position: Cash Custodian
Location: Smt. San Simon Department: Admin
Rating Period:
Purpose of Rating: 6months Assessment

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.	35
	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.	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	8
	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 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				85	

Previous Challenges and Accomplishments:

Areas of Strengths:

Trustworthy, dedicated and focused on her job

Areas of Weaknesses / Development:

Minsan makakalimutin hindi agad nakakasagot kapag may tinatanong sakanya.

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11 SEP 2023

Rated By:

M. Teresa L. Dela Cruz
Printed Name & Signature

Date:

August 30, 2023
(mm / dd / yy)

Acknowledged By:

Employee Name:

Printed Name & Signature

Date:

(mm / dd / yy)

RECOMMENDATIONS:

Approved by:

Date Signed

09/11/2023
mm / dd / yy

Approved by:

Date Signed

mm / dd / yy

President's Signature:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

04/07/23
mm / dd / yy

Present Rate:

15.00-

Amount of Increase:

1.00-

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

16.00

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

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11 SEP 2023

[Signature]