



22nd Floor Strata 100, E. Ortega Jr. Road, San Antonio, Pinar City
638 06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: *Sheena Joy Guzman* Date of Rating: *9/2/24* Date Hired: *June 24, 2024*
Position: *HR Associate*
Location: *Isabela* Department: *HR*
Rating Period: *6/24/24 - 8/31/24*
Purpose of Rating: *Qualification Period*

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: <i>with relevant knowledge & skills but need to have an initiative to learn and develop herself.</i>				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: <i>Able to cope up in assigned task. Need to focus to avoid unfinished task like Manila forms & Payroll.</i>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>She knows her task and priorities</i>				
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: <i>she shows willingness & commitment to any task assigned to her</i>				
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: <i>she can engage in an effective communication</i>				
6. ATTENDANCE & PUNCTUALITY	Tardiness w/o the allowable no. of laps.	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: <i>Minimal Record of tardiness</i>					
7. SAFETY AND / OR HOUSEKEEPING	No record of infractions 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 infractions against our safety / housekeeping rules.	Had an accident or had more than 2 infractions against our safety / housekeeping rules.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: <i>No record of any safety violations</i>				
TOTAL					79

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By:

Printed Name & Signature

Date

09/10/2024

(mm / dd / yy)

Acknowledged By:

Employee Name :

Sheena Joy Guzman

Printed Name & Signature

Date

09/18/2024

(mm / dd / yy)

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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase

mm / dd / yy

Date Appointed to Present Position:

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

Passing Rate