



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: *Sheena Joy Guzman*

Date of Rating: *11/15/24*

Date Hired: *June 24, 2024*

Position: *HR Associate*

Location: *Isabela*

Department: *HR*

Rating Period:

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.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>She has an initiative to learn. She was able to cope up in different HR facets</i>				
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: <i>She can complete an assigned task to her</i>				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: <i>She knows her priorities and handle an HR task efficiently</i>				
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: <i>She shows willingness and commitment</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 collaborate and can engage in an effective communication</i>				
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/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: <i>None</i>				
TOTAL					88

Previous Challenges and Accomplishments:

She finished the pendencies of former HR.

Areas of Strengths:

She was able to handle the payroll on time w/ minimal payroll or no corrections

Areas of Weaknesses / Development:

Labor Relations

Rated By : John Paul Adams
Printed Name & Signature
Date : 11/15/24
(mm / dd / yy)

Acknowledged By:

Employee Name : Sheena Joy Guzman
Printed Name & Signature
Date : 11/15/24
(mm / dd / yy)

RECOMMENDATIONS:

For Regularization.

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: _____ Amount of Increase: _____
mm / dd / yy
Date of Last Increase: _____
Date Appointed to Present Position: _____ 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