

Oct. 5, 2025



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	MARCELINO, SHERWIN JR. VILLAGRACIA	Date of Rating:		Date Hired:	05 May 2025
Position:	COMPLIANCE COORDINATOR	Department:			
Location:	RGC SMC - Head Office				
Rating Period:	AUGUST - OCTOBER 2025				
Purpose of Rating:	5TH 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.	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.	38
	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.	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.	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				93	

RECEIVED

02 OCT 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

SHERWIN CONSISTENTLY DEMONSTRATES DEDICATION AND RELIABILITY, MEETING DEADLINES WITH QUALITY RESULTS.

Areas of Weaknesses / Development:

TARGETED TRAINING OR MEMBERSHIP COULD DEEPEN HIS EXPERTISE. SOFTWARE SKILLS LIKE DOCUMENT MANAGEMENT SYSTEMS, DATA ANALYTICS TOOLS & WORK FLOW AUTOMATION.

Rated By : MARIA THERESA TORILLO
Printed Name & Signature
Date : 9/24/2025
(mm / dd / yy)

Acknowledged By:

Employee Name : SHERWIN V. MARCELINO JR.
Printed Name & Signature
Date : 09/21/2025
(mm / dd / yy)

RECOMMENDATIONS:

FOR REGULARIZATION WITH PHP 2,000.00 INCREASE

Signature

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 : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:

Signature
Human Resource Department

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate