



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Marcelino, Sherwin Jr. Villagracia Date of Rating: Date Hired: 05 May 2025
 Position: Compliance Coordinator
 Location: MRC H.O. - SMC Department: Human Resource
 Rating Period: June - July 2025
 Purpose of Rating: 3rd month evaluation

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	8
Remarks: SHERWIN POSSESS THE NECESSARY KNOWLEDGE TO MEET THE REQUIREMENTS OF HIS POSITION.					
2. PRODUCTIVITY	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	35
Remarks: MAINTAINS A SATISFACTORY LEVEL OF PRODUCTIVITY, COMPLETING TASKS WITHIN ESTABLISHED TIMEFRAME & MEETING PERFORMANCE EXPECTATIONS					
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
Remarks: TAKING TRUES ACTION TO ADDRESS ISSUES & IMPROVE PROCESSES WITHIN THEIR SCOPE OF WORK.					
4. DEDICATION TO DUTY	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
Remarks: DEMONSTRATES EXCEPTIONAL DEDICATION TO HIS RESPONSIBILITIES					
5. COOPERATION	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
Remarks: CONSISTENTLY A TEAM PLAYER					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts.	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
Remarks: DEMONSTRATES SATISFACTORY ATTENDANCE					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	10
Remarks:					
TOTAL					88

RECEIVED

23 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

TEACHING

Areas of Weaknesses / Development:

ENHANCING ADAPTABILITY TO CHANGING PRIORITIES & NEW SITUATIONS

Rated By

MARIA THERESA V. TORRESA, MBA

Printed Name & Signature

Date

9/16/25

(mm / dd / yy)

Acknowledged By:

Employee Name : SHERWIN Y. MARCELINO JR.

Printed Name & Signature

Date

09/17/2025

(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 Appointed to Present Position: _____

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