



PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	SAYAT, PAUL RICHMON C.	Date of Rating:	Date Hired:	APRIL 10, 2025
Position:	SAFETY ASSOCIATE	Department:	SAFETY	
Location:	SPI CALACA			
Rating Period:	August - September 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.	6
	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.	34
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10
	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.	10
	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	10
	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.	10
		(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					90

Previous Challenges and Accomplishments:

As a corporate safety officer, still need to learn more from actual activities pertaining OSH.

Areas of Strengths:

Self-confidence & pro-active

Areas of Weaknesses / Development:

Need to undergo OSH-related training.

Rated By: Eduardo S. Nonog Jr.
Printed Name & Signature
Date: 09-11-25
(mm / dd / yy)

Acknowledged By:

Employee Name: Paul Richmond Sayat
Printed Name & Signature
Date: 09-18-2025
(mm / dd / yy)

RECOMMENDATIONS:

Approved by: Eduardo S. Nonog Jr. Date Signed: 09-11-25
CORPORATE SAFETY MANAGER mm / dd / yy

Approved by: MARICRIS ARIOLA Date Signed: _____
OIC HR AND ADMIN HEAD mm / dd / yy

President's Signature: _____ Date Signed: _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 04/10/25 Present Rate: Confidential
mm / dd / yy

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: _____

Approved Recommended Position: _____

Effectivity Date: _____
mm / dd / yy

Human Resource Department

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

Passing Rate