



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Azucena, Silver Delos Santos Date of Rating: Date Hired: OCTOBER 14, 2025
 Position: Rigger
 Location: SPI CALACA Department: OPERATIONS
 Rating Period: OCTOBER 2025 to JANUARY 2026
 Purpose of Rating: 3RD 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: Performs assigned task competently.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	7.9
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Supports lifting operations without creating delays.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Able to identify routine tasks and not accordingly.				
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: perform duties reliably.				
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: Maintains effective communication during lifting activities.				
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: maintains good attendance and reports to work on time.					
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: Follows safety procedure and maintain good housekeeping in work areas.				
TOTAL					86

RECEIVED

17 JAN 2026

Previous Challenges and Accomplishments:

Worked in congested area while ensuring safe rigging operations. Successfully supported lifting activities with safety incidents. Strong knowledge of rigging practices, good safety awareness, reliable team member and consistent work performance.

Areas of Weaknesses / Development:

Rated By:

NILALU CUGRANO
Printed Name & Signature

Date:

1/7/20
(mm / dd / yy)

Acknowledged By:

Employee Name:

S. AZCONA
SILVER D AZCONA
Printed Name & Signature

Date:

01-12-20
(mm / dd / yy)

RECOMMENDATIONS:

Approved by:

KEVIN L. CANDOR
TERMINAL MANAGER

Date Signed:

01/08/2020
mm / dd / yy

Approved by:

MARICRIS ARIOLA
OIC HR AND ADMIN HEAD

Date Signed:

mm / dd / yy

President's Signature:

Date Signed:

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10/14/25
mm / dd / yy

Present Rate: 16,000/MONTH

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:

Human Resource Department

Approved Recommended Rate: _____

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