



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GONZALES, TRISHA MAE MAGBANUA
Position: PAYROLL ASSISTANT
Location: MRC - HEAD OFFICE
Rating Period: SEPTEMBER 13-OCTOBER 12, 2025
Purpose of Rating: 2ND ASSESSMENT/3RD MONTH EVALUATION
Date of Rating:
Date Hired: 11 July 2025
Department: HUMAN RESOURCE

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.	4	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Natututo ngunit kulang padin ang kaalaman sa ginagawang trabaho					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	12	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : sinusubukan mameet ang deadline ngunit hindi padin ito namemeet					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : minsanan nakikitaan ng pagkukusa sa trabaho					
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	5	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : nakikitaan ng dedikasyon sa trabaho ngunit hindi padin sapat ang ipinapakita					
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	5	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : kulang pa ang cooperation na ginagawa					
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 : Nagkaroon ng improvement sa pagpasok sa trabaho maaga ng pumapasok					
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	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : hindi nakitaan ng paglabag sa safery at house keeping					
TOTAL					49	

Previous Challenges and Accomplishments:

MEET the deadline and help others to do the payroll

#NAME?

Areas of Strengths:

Persevering

Areas of Weaknesses / Development:

Not fast at work

Rated By :

MARY ANN BLAS

Printed Name & Signature

Date :

10/16/25
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

10-16-25
(mm / dd / yy)

RECOMMENDATIONS:

FOR END OF CONTRACT - UNTIL OCTOBER 31, 2025

last day of Employment October 30, 2025

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 :

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