



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: GONZALES, TRISHA MAE MAGBANUA
Position: PAYROLL ASSISTANT
Location: MRC - Head Office
Rating Period: AUGUST 11- SEPTEMBER 11, 2025
Purpose of Rating: 1ST ASSESSMENT/2ND MONTH EVALUATION
Date of Rating:
Date Hired: 11 July 2025
Department:

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.	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: HINDI pa maalam sa trabaho				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	15
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: SOBRA NG BAGAL magtrabaho kailat na ikang beses ng sinabihan na mas iripin kung saan mag mapagbilir ang trabaho.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	5
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: minsan may kura ngunit madalas wala dahil kailangan pang ipollow up kung natapos na ang mga pinagawa sa kanya.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: nakikitaan ng dedikasyon sa trabaho at willing na matuto				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: minsan na cooperation madalas hindi sumusunod lalo na sa mstruksyon kung saan mapagbilir ang trabaho.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: minsan pagkabit sa trabaho					
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: no record or IR regarding safety				
				TOTAL	56

RECEIVED
 23 SEP 2025
 PH

Previous Challenges and Accomplishments:

Hindi na meet na deadline of submission

Areas of Strengths:

Hard working

Areas of Weaknesses / Development:

poor time management
limited technical skills

/ poor stress management

Need more

IMPROVEMENT

low initiative
lack of attention to detail

Rated By : MARY ANN BLAS
Printed Name & Signature

Date : 9/12/25
(mm / dd / yy)

Acknowledged By:

Employee Name : Tasha Mae Gonzales
Printed Name & Signature

Date : 29/12/2025
(mm / dd / yy)

RECOMMENDATIONS:

EXPECTING FOR IMPROVEMENT

FOLLOW INSTRUCTION FOR FASTER WORKING

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: _____
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 : _____

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