



PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Royo, Ulyssis Malate Date of Rating: Date Hired: 02 April 2025
 Position: Messenger/Utility Driver
 Location: MRC H.O. - SPI Department:
 Rating Period: July - August 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.	9
Remarks: knows his daily task well.					
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: Efficiently deliver documents as well as bank deposit in a timely manner.					
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
Remarks: Initiative to do his daily task without always being told.					
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: Can see his dedication to work by doing his task accurately.					
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: He works as a team with his colleagues.					
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.	10
Remarks: He is always on time.					
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.	9
Remarks: He drive responsibly.					
TOTAL				90	

RECEIVED

09 SEP 2025

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

Ma. Nenita C. Fajardo

Printed Name & Signature

Date

08/22/2025

(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

08/22/2025

(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 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