



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
☎ 638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Ulysis G. De Jesus
Position: Plant Accountant 2
Location: Teresa Plant
Rating Period: August 2025 to November 2025
Purpose of Rating:
Date of Rating: 11/20/2025
Department: Audit
Date Hired: 8/26/2025

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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Maintain and meets the good quality standard in job responsibilities				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Properly maintains and reliable in completing assigned tasks.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Displays diligent and enthusiasm during everyday work				
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: Demonstrates perseverance and trustworthiness in accomplishing assigned duties.				
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 good working relationships with coworkers and superiors				
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: Shows occasionally instances of tardiness and absences.					
7. SAFETY AND / OR HOUSEKEEPING	No record of accident / infraction against our safety / housekeeping rules	No record of accident but w/ 1 infraction against our safety / housekeeping rules	No record of accident but w/ 2 infraction against our safety / housekeeping rules	Had an accident or had more than 2 infractions against our safety / housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: Consistently follows safety protocols, maintains a clean and organized workspace				
TOTAL					80

Previous Challenges and Accomplishments:

RECEIVED

04 FEB 2026

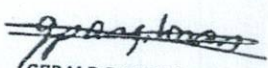
Areas of Strengths:

NAKAKASUNOD SA MGA TASK NA PINAPAGAWA SA KANIYA

Areas of Weaknesses / Development:

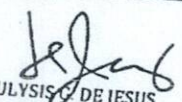
PAG-IGIHAN PA ANG PAG-OBSERVE SA PLANTA
BAWASAN ANG PAGKAKARON NG LATE

Rated By


GERALD PANGILINAN
Printed Name & Signature

Date : November 20, 2025
(mm / dd / yy)

Acknowledged By:

Employee Name : 
ULYSIS DE JESUS
Printed Name & Signature

Date : November 20, 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 Appointed to Present Position: _____

Date of Last Increase: _____

mm / dd / yy

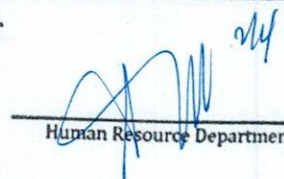
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____


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