

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 Date of Rating: 1/16/2026 Date Hired: 8/26/2025
Position: Plant Accountant 2
Location: Teresa Plant Department: AUDIT DEPARTMENT
Rating Period: August 2025 to January 2026
Purpose of Rating: 5TH PERFORMANCE 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.	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Demonstrates a poor understanding of job responsibilities				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	25
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Productivity levels have been below expectations				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Shows limited self initiate in some daily and weekly task				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Demonstrates a low level of commitment to responsibilities				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	6
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Maintains good working relationships with coworkers but not all the time to his 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.	5
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Repeated instances of habitual tardiness					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton 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 2lnfractions 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					65

RECEIVED

04 FEB 2026

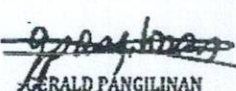
Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

REPEATED INSTANCES OF HABITUAL TARDINESS
NO IMPROVEMENT FOR THE PAST TWO MONTHS (3RD EVALUATION UP TO PRESENT)
PERFORMANCE DOES NOT CONSISTENTLY MEET EXPECTATIONS, FURTHER DEVELOPMENT IS NECESSARY

Rated By

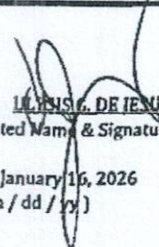

GERALD PANGILINAN
Printed Name & Signature

Date

: January 16, 2026
(mm / dd / yy)

Acknowledged By:

Employee Name :


LETICIA S. DE JESUS
Printed Name & Signature

Date :

January 16, 2026
(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

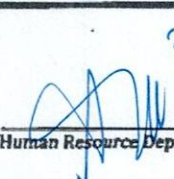
Nature of Recommendation

:

Reviewed by:

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