



22nd Floor Street 100, F. Ortega Jr. Road, San Antonio, Pang City
W 639 06 60 1st 104

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Valerie Mae Prado Raje Date of Rating: 1/9/2016 Date Hired: 12/9/2015
Position: Plant Accountant II
Location: RCC - San Hildefonso Plant Department: Audit
Rating Period: 1st (Dec 9 - Jan 9)
Purpose of Rating: *1st Assessment*

Instructions: 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:				
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:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks:				
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:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
6. ATTENDANCE & PUNCTUALITY	Tardiness w/n the allowable no or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: occasional lateness but does not affect performance					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					77
Previous Challenges and Accomplishments:					
Areas of Strengths:					
*Demonstrates initiative and willingness to learn					
Areas of Weaknesses / Development:					
*Strengthen reporting					
*Be Observant					
Rated By: <i>MARCY M. MORALES</i> Printed Name & Signature			Acknowledged By: <i>Valerie Mae Prado Raje</i> Employee Name: <i>Valerie Mae Prado Raje</i> Printed Name & Signature		
Date: 1/9/2016 (mm / dd / yy)			Date: 01/15/2016 (mm / dd / yy)		
RECOMMENDATIONS:					
*Avoid using mobile phones while on duty, especially for non-work-related purposes, to maintain productivity and focus.					
*Performance is acceptable but requires improvement in certain areas					

1/15/2016

