



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: VENIZZA ANGELIKA FRANCISCO Date of Rating: 4/30/2024 Date Hired: 11/30/2023
Position: Payroll Assistant
Location: MRC Head Office Department: HRD
Rating Period: Feb to April 2024
Purpose of Rating: REGULARIZATION

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 :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	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.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	10
	cooperative	cooperative	cooperative	cooperative	
	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.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				90	

Previous Challenges and Accomplishments:

ENDORSED

23 MAY 2024

Areas of Strengths:

- Task oriented
- Can adapt quickly in terms of payroll process and other instructions

Areas of Weaknesses / Development:

- Little experience in certain areas

Rated By : AP
Printed Name & Signature

Date : 05/16/2024
(mm / dd / yy)

Acknowledged By:

Employee Name : VENIZZA ANGELICA L. FRANCIS
Printed Name & Signature

Date : 05/20/24
(mm / dd / yy)

RECOMMENDATIONS:

- For regularization
- Plus 1,500 in Basic Salary

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: _____ Amount of Increase: _____

mm / dd / yy

Date of Last Increase: _____

Date Appointed to Present Position: _____ mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [Signature] 5/24/24

Approved Recommended Rate : + 1,500 Human Resource Department

Approved Recommended Position : APPROVED BY M'KAMSH

Effectivity Date : _____ VIA JIBEN 5/24/24

mm / dd / yy

PER RATING	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 below	Below Average

Passing Rate



Mindbridge_Ma'am Krisha
Active



Form 1

NAME OF THE STUDENT: _____

NAME OF THE TEACHER: _____

DATE: _____

Sl. No.	Topic	Score
1	Topic 1	10
2	Topic 2	10
3	Topic 3	10
4	Topic 4	10
5	Topic 5	10

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NAME OF THE STUDENT: _____

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DATE: _____

Sl. No.	Topic	Score
1	Topic 1	10
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Regularization date will be on **May 28, 2024** ma'am.

03:06 PM ✓



Approved

03:19 PM

