



Name of Employee:	Valerie Mae Bojo	Date of Rating:	1/28/2026	Date Hired:	12/19/2025
Position:	Plant Accountant 2				
Location:	San Ildefonso Plant	Department:	Audit		
Rating Period:	December 9, 2025 to February 9, 2026				
Purpose of Rating:	2nd assessment - 2nd month				

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 : alam nya yung mga naturo pa lang sakanya (for training pa sa pag gawa ng AR)				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: gumagawa sya ng ibang way para macheck ng maayos ang mga report nya				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : nagtatanong kapag meron hindi malinaw na instruction				
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 : inuuna ang trabaho				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : ginagawa kung ano instruction sakanya				
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.	
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	87

30 JAN 2026

Previous Challenges and Accomplishments:

Areas of Strengths:

- nagtatanong sa mga instruction na hindi malinaw kung ano
- nagtutop ng ilang way para ma-check pa ng mga or ang mga report ng a
- marunong maglingat mag take down note

Areas of Weaknesses / Development:

- explore nay transactions related to tasks of PA2 for additional knowledge (ledger entries - item, entry type, location, customer)
- don't hesitate to give suggestion or comments to your heads

Rated By : Leon Baras
Printed Name & Signature
Date : 01/28/2026
(mm / dd / yy)

Acknowledged By:

Employee Name : VALEKIE MRE BAO
Printed Name & Signature
Date : 01/29/2024
(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: _____ Present Rate: _____
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: _____
Date of Last Increase: _____
mm / dd / yy
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____
Approved Recommended Rate : _____
Approved Recommended Position : _____
Effectivity Date : _____
mm / dd / yy

Reviewed by:

Human Resource Department

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

Passing Rate