



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: WILLY LOU JEAN L. NATINO Date of Rating: Date Hired: 3/18/2024
Position: Purchasing Associate
Location: CP Head Office Department: Purchasing
Rating Period: April 2024 to June 2024
Purpose of Rating: 3rd Month Assessment

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 : Can work with less supervicim					
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 : Manages deadlines					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Motivated to ^{get} things done					
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 : Delivers anality work , displays positive attitude , takes ownership of work					
5. COOPERATION	Always	Usually	Sometimes	Rarely	9	
	cooperative	cooperative	cooperative	cooperative		
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
Remarks : Team player						
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 :						
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 2infractons against our safety/ housekeeping rules	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
				TOTAL	91	

Previous Challenges and Accomplishments:

Areas of Strengths:

Flexible - responds to changes at work quickly
Organize
Patient

Areas of Weaknesses / Development:

Difficulty in saying NO

Rated By

: Cielito M. Umbao
Printed Name & Signature

Date

: 7 / 12 / 24
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

:
(mm / dd / yy)

RECOMMENDATIONS:

For regularization, recommended be transferred to SP1

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