



PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Dela Cruz Zhane Rose T. Date of Rating: 04/11/26
 Family Name, First Name M. I. mm / dd / yy
 Location (Kindly check) : Head Office ☒ Plant Department: HR
 Rating Period From: 02/22/2026 To: 04/11/2026 Plant: RGC ISABELA
 mm / dd / yy mm / dd / yy

Purpose of Rating : (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period

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. 9 to 10 pts.	Has required knowledge of own&related work. 7 to 8 pts.	Has required knowledge of own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
	Remarks : need to improve her knowledge from different facets of Hr. she only focus on Labor.				
2. PRODUCTIVITY:	Usually exceeds standards. 36 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	30
	Remarks : She was able to cope with the assigned task. And finish it				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
	Remarks : she know her task and priorities.				
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 5 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	8
	Remarks : she show willingness & commitment to any task assigned to her.				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
	Remarks : Can engage on effective communication always concern to her head if				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 8 pts	With one (1) day suspension (2nd Offense) 5 to 6 pts.	With 3 days suspension. (3rd Offense) 1 to 4 pts.	9
	Remarks : have record of minimal tardiness				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2infractions against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks : no records of any safety violation				
				TOTAL	80

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : Sheena Joy Guzman

Printed Name & Signature

Date : 4/11/2026

(mm / dd / yy)

of PER discussion with

Employee by Rater

Employee

Shane Rose Dela Cruz

Printed Name & Signature

Date

4-11-26

(mm / dd / yy)

of PER submitted by Ratee

COMPUTATIONS:

keep up the good work

Approved by

:

Mary Ann Blas

Date Signed

4/11/26

mm / dd / yy

Approved by

:

Date Signed

mm / dd / yy

President's Signature

:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 07/17/2025 Present Rate:

mm / dd / yy

Date Appointed

to Present Position: HR-Associate

Amount of

Increase: _____

Date of Last

Increase: _____

mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

[Signature] 4/15
Human Resource Department

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy

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

Date Received	Date Completed	Remarks Signature