



PASAR EMPLOYEES MULTI-PURPOSE COOPERATIVE (PEMC)

Brgy. Libertad, Isabel, Leyte 6539 Philippines
 Registration No.: 9520-08000774; CIN-0104080314
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EVALUATION FORM

NAME: CHRISTIAN P. CENIZA

WORKER'S POSITION: HR In-charge

DEPARTMENT: Manpower Services

DATE OF EVALUATION: October 2024-May 15, 2025

This evaluation form must be completed by the immediate supervisor based on performance standards previously established. Please check the following category.

LEGEND:	Percentage Rate
1-UNACCEPTABLE	74% below
2-NEEDS IMPROVEMENT	75-79%
3- MEETS EXPECTATION	80-84%
4- EXCEEDS EXPECTATION	85-90%
5-OUTSTANDING	91-100%

EVALUATION FACTORS		1	2	3	4	5
QUALITY	Work accurate and precise.					√
	Recognizes and pints out substandard workmanship.					√
	Takes proper care of equipment/ keeps work area clean				√	
Sub-Total (/15)		14		93%		
PERFORMANCE	Good working knowledge of job assignment.					√
	Organizes and performs work in a timely, professional manner.					√
Sub-Total (/10)		10		100%		
PRODUCTIVITY	Amount of work completed (quantity).					√
	Utilizes time well.					√
	Organizes in such a manner to perform responsibilities.					√
Sub-Total (/15)		15		100%		
COOPERATION	Willingly Accepts work Assignments					√
	Willingly accepts changes in assignments not directly related to job.					√
Sub-Total (/10)		10		100%		
INITIATIVE	Performs assigned duties with little or no supervision					√
	Performs assigned duties with little or no supervision, even under pressure					√
	Strives to meet deadlines.					√
Sub-Total (/15)		15		100%		
COMMUNICATION	Communicates clearly and Intelligently in persons					√
	Always shows respect and courteous to fellow employees and customer.					√
Sub-Total (/10)		10		100%		
TEAMWORK	Works well with fellow employees without Friction					√
Sub-Total (/5)		5		100%		
CHARACTER	Accepts constructive criticism without unfavorable responses.				√	
Sub-Total (/5)		4		80%		

RESPONSIVENESS	Handles stressful situations with tact.				✓
	Sub-Total (/5)	5		100%	
POLICY COMPLIANCE	Practices proper safety procedures			✓	
	Adhere to all company policies and regulation			✓	
	Sub-Total (/10)	8		80%	
ATTENDANCE	At work on daily basis				✓
	Start and finishes according to approved schedule (punctual)				✓
	Calls to explain absence				✓
	Observes generally agreed work break/ meal periods.				✓
	Sub-Total (/20)	20		100%	
TOTAL RATING		116		97%	

Comments and Recommendation: Goes above and beyond in every aspect of their role.
Not only meets expectations but consistently surpasses them contributing significantly to the team success.

Employee's Signature: _____
End User Signature: _____

Date: _____
Date: 5/20/25

Human Resource Use Only

Evaluation received on: _____

Follow-up action from received: _____

Action Approved by: _____