

**REGASCO****PERFORMANCE EVALUATION REPORT FORM**

Name of Employee Ramos Arnold C. Date of Rating 08/21/24
Family Name First Name MI
Location (Kindly check) : Head Office Plant Department Audit 150
Rating Period : From 06/05/24 To 08/05/24 Plant Pamban
mm/dd/yy mm/dd/yy
Purpose of Rating : (Kindly check) 9 months
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others

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 work only 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	8
Remarks :					
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.	34
Remarks :					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
Remarks :					
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 :					
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 :					
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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 :					
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infracton against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
Remarks :					
TOTAL					84

Previous Challenges and Accomplishments:

- Before hirap pa sya magbilang ng mga cylinder para ngayon nakaka ginaad na sya.

Rated By <u>Lear Baral</u> Printed Name & Signature Date <u>08/21/24</u> (mm / dd / yy) of PER discussion with Employee by Rater	Employee <u>Arnold Ramos</u> Printed Name & Signature Date <u>9/4/24</u> (mm / dd / yy) of PER submitted by Ratee
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COMPUTATIONS	

Approved by <u>S. H.</u>	Date Signed <u>8/21/24</u> mm / dd / yy
Approved by _____	Date Signed _____ mm / dd / yy
President's Signature _____	Date Signed _____ mm / dd / yy

EMPLOYEE DETAILS	
Date Hired: <u>JUNE 5, 2024</u> mm / dd / yy Present Rate: _____ Date Appointed to Present Position: <u>INVENTORY CONTROLLER</u>	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: <u>9/2/24</u> <u>CHESKA SALAZAR</u> Human Resource Department

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

Date Received	Date Completed	Remarks Signature
<u>9/2/24</u>		

CHESKA SALAZAR
 (Signature)



REGASCO
REPUBLIC GAS CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Ramos Arnold C. Date of Rating: 08/21/24
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : Head Office ☐ Plant ☒ Department: Audit ISC
Rating Period : From 06/05/24 To 08/05/24 Plant: Bataan
mm / dd / yy mm / dd / yy
Purpose of Rating : (Kindly check) 9 months
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: _____

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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 :				
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.	34
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	Remarks :				
TOTAL					84

Previous Challenges and Accomplishments:

- Before hirap pa sya magbilang ng mga cylinder pero ngayon nakalalagay na sya.

Areas of Strengths:

- nagtatamag kapag meron hindi maunahin.
- manung maling at sumunod sa instruksiyon.

Areas of Weaknesses / Development: - Iti more bantayan pagdating sa pakikipag-ugnayan sa mga taga-plant.

- may hindi na kailangan sya iminul sa ibang kailangan gawin ng Incident Report.

06.05.24

Rated By : <u>Lear Baraj</u> Printed Name & Signature Date : <u>08/21/24</u> (mm / dd / yy) of PER discussion with Employee by Rater	Employee : _____ Printed Name & Signature Date : _____ (mm / dd / yy) of PER submitted by Ratee
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COMPUTATIONS:

Approved by : <u>S:17</u>	Date Signed : <u>8/22/24</u> 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	Amount of Increase: _____
Date Appointed to Present Position: _____	Date of Last Increase: _____ mm / dd / yy
	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	

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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