

**REGASCO**

REPUBLIC GAS CORPORATION

PERFORMANCE EVALUATION REPORT FORMName of Employee : **BEVERLY MANINGGO**Date of Rating: **JULY 8, 2023** DATE OF HIRED: **DECEMBER 12, 2022**

Family Name, First Name

M. I.

mm / dd / yy

Location (Kindly check) : ☐ Head Office ☐ PlantDepartment: **HR**Rating Period : From **DECEMBER 2022** To **JUNE 2023**LOCATION: **MFYCAI IYAN**

mm / dd / yy

mm / dd / yy

Purpose of Rating : (Kindly check)

☐ 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 own work only. 5 to 6 pts.	Needs additional instruction and guidance. 1 to 4 pts.	9PTS
	Remarks : MAALAM SA TRABAHO HINDI NA KAILANGAN PANG BANTAYAN				
2. PRODUCTIVITY:	Usually exceeds standards. 36 TO 40PTS	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	39PTS
	Remarks : MASIPAG SA TRABAHO				
3. INITIATIVE:	Always 2 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8PTS
	Remarks : NAGAGAWA NAMAN ANG TRABAHO NA MAY KUSA, MAY MGA KAILANGAN LANG GAWIN NA NEED IREMIND LIKE THE NOPA OF EMPLOYEES				
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.	9PTS
	Remarks : DEDICATED TO WORK PUMAPASOK NG PALAGI AND WILLING MAG-EXTEND NG ORAS TO FINISH TASK				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9PTS
	Remarks : HAVE COOPERATION SPECIALLY IN TEAM MEETING SHARING OF PROBLEMS AND SOLUTIONS				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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.	8PTS
	Remarks : NALALATE NGUNIT HINDI NAMAN MADALAS				
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.	8PTS
	Remarks : NAKITAAN NG MGA PAGSUOT NG HINDI PUPWEDE NA KASUOTAN LIKE PAGSUOT NG RIPPED JEANS AND SKIRT				
				TOTAL	90 PTS

Previous Challenges and Accomplishments:

LATE PAYMENT OF MANDATORIES, PROBLEM IN APPROVAL ACCOUNTS - GUMAGAWA NG PARAAN PARA HINDI NA MALATE AT PUMUPUNTA MISMO SA BRANCH NG MAS MAAGA SA DUE DATE

Areas of Strengths:

MAGALING KUMAUAP NG TAO, MARUNONG MANINDIGAN AT PASUNURIN ANG MGA EMPLOYEE SA IBINABANG R

Areas of Weaknesses / Development:

HINDI KO PA M AKITA KASI HINDI KO PA NAKAKASAMA MASYADO

Rated By : MARY ANN BLAS
 Printed Name & Signature

Date : July 8, 2023
 (mm / dd / yy)
 of PER discussion with
 Employee by Rater

Employee : Beverly C. Maningo
 Printed Name & Signature

Date : 09 / 09 / 2023
 (mm / dd / yy)
 of PER submitted by Ratee

COMPUTATIONS:

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: December 12, 2023 Present Rate: 15,000.00
 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 : _____ 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