

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

Name of Employee Arorton Bryon P. Date of Rating 08/21/24
Family Name First Name MI
Location (Kindly check) Head Office ☒ Plant mm / dd / yy
Rating Period From 04/28/24 To 08/21/24 Department Arctic 150
mm / dd / yy mm / dd / yy Plant San Ildefonso
Purpose of Rating (Kindly check) 4 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 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.	35
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 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 :					
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 :					

04.22.24

Rated By : <u>Lear Barai</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		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: _____	Amount of Increase: _____
mm / dd / yy		
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

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

Name of Employer: Angkor Borey P. 1 Date of Rating: 09/11/14
Employee Name: Bong Title: Head Office 150
Location (Kindly check): Head Office / Plant 150
Rating Period: From 01/11/14 To 09/11/14 150
Purpose of Rating: (Kindly check) 4 months
Regular Rating ☐ Competency or Proficiency / 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	8
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards 36 to 40 pts	Meets standards 30 to 35 pts	Seldom meets standards 20 to 25 pts	Never meets standards 1 to 15 pts	35
	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 with the allowable no. or less 9 to 10 pts	With written warnings (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/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 2 infractions against our safety/ housekeeping rules 1 to 4 pts	9
	Remarks :				

Rated By <u><i>[Signature]</i></u> Printed Name & Signature Date <u>08/21/24</u> (mm / dd / yy) of PER discussion with Employee by Rater	Employee <u><i>[Signature]</i></u> Printed Name & Signature Date <u>09/09/24</u> (mm / dd / yy) of PER submitted by Rater
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COMPUTATIONS	

Approved by	<u><i>[Signature]</i></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 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: _____ Approved Recommended Rate: _____ Approved Recommended Position: _____ Effectivity Date: _____ mm / dd / yy	Reviewed by: _____ 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