

REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Castro Yves ✓ Date of Rating: 4/25/2025
 Family Name, First Name, M. I.
 Location (Kindly check): Head Office Plant
 Rating Period: From 10/21/24 To 4/21/25 mm/dd/yy
 Purpose of Rating: (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: _____
 Department: _____ Plant: SAC SAN SIMON

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
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.	36
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	2
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.	9
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
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.	8
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 infractions 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.	10
TOTAL					87
Previous Challenges and Accomplishments:					
Areas of Strengths:					
<u>Dedicated and flexible on his task as PA</u>					

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Areas of Weaknesses / Development:

Rated By : MA. THERESA DELA CRUZ
Printed Name & Signature

Date : 4/25/25
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : _____
Printed Name & Signature

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

COMPUTATIONS:

Approved by : _____

Date Signed : 05/30/24
mm / dd / yy

Approved by : _____

Date Signed : _____
mm / dd / yy

President's Signature : _____

Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired : 10/21/24 Present Rate : 15,500
mm / dd / yy

Date Appointed
to Present Position : 10/21/24

Amount of
Increase : 4,000

Date of Last
Increase : _____
mm / dd / yy

New Rate : 19,500

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