

**REGASCO**

REPUBLIC GAS CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Castro Christian H. Date of Rating: 08/21/24
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : Head Office ☒ Plant
Rating Period : From 04/19/24 To 04/19/24 Department: Audit IC
mm / dd / yy mm / dd / yy Plant: San Geron
Purpose of Rating : (Kindly check) 5 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.	9
	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.	9
	Remarks :				
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
	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	86

Previous Challenges and Accomplishments:

- may mga paalam sya na leave na hindi naman urgent pero sangayan po
wala pa sya paalam

Areas of Strengths:

- Walang takot mag report
- Mahirap mag tanong lalo na kapag may napapanin sya na unusual
- Walang hikham sa trabaho

Areas of Weaknesses / Development:

- need to follow up sometimes regarding sa mga tr.

04. 19. 24

Rated By : <u>Lea Bara</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.B.</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: _____ mm / dd / yy	Amount of Increase: _____
Present Rate: _____	Date of Last Increase: _____
Date Appointed to Present Position: _____	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 Employee

Castro Christian

ID

Date of Rating

05/11/14

Location (Kindly check)

☐ Head Office ☒ Plant

Rating Period

From 04/10/14To 04/10/14

Department

Auto 1

Purpose of Rating

(Kindly check)

☒ 5 months☐ Regular Rating☐ Completion of Probationary / Qualification Period☐ Promotion☐ Others

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

1. Knowledge of Work
 2. Productivity
 3. Initiative
 4. Dedication to Duty
 5. Cooperation
 6. Attendance & Punctuality
 7. Safety and / or Housekeeping

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 :				
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	Remarks :				
	TOTAL				
					86

Previous Challenges and Accomplishments:

- may mga problem sa no leave no bade naman urgent para sa mga kumagap sa
 - may mga problema

Areas of Strengths:

- Walang toka sa mga report
 - Maging mag herring la sa kanya mag report sa mga sa usual
 - Maging mabait sa kanya

Areas of Weaknesses / Development:

- need to follow up something regarding sa mga sa

Rated By <u>Lear Goral</u> Printed Name & Signature Date <u>08/21/24</u> (mm / dd / yy) of PER discussion with Employee by Rater	Employee <u>CHRISTIAN CASTA</u> Printed Name & Signature Date <u>9/6/24</u> (mm / dd / yy) of PER authorized by Rater
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COMPUTATIONS	

Approved by	<u>S.B.</u>	Date Signed	<u>8/24/24</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

P2

PER RATING	DESCRIPTION
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Date Received	Date Completed	Remarks Signature