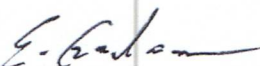


APRIL 30, 2024

Good Day Malam / Sir

Ako si Edralin D. Garlan ay magpapasa
ng aking resignation letter dahil sa walang mag babantay
ng aking anak at walang mag asikaso dahil ang dating
bantay ng aking anak ay umiwi ng Probinsya. Effective cinctly
April, 30, 2024 para sa aking clearance. Maraming Salamat Po.


Edralin D. Garlan

 4/30/2024
EMELDA C. RADA



REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : VARUN I EDRAVIN Date of Rating: 4/22/2024
 Family Name, First Name M. I. mm / dd / yy
 Location (Kindly check) : ☒ Head Office ☐ Plant
 Rating Period : From 2/24/2024 To 4/22/2024 Department: _____
 mm / dd / yy mm / dd / yy Plant: _____
 Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 2 months evaluation

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.	3
	Remarks: <u>NEEDS ADDITIONAL INSTRUCTION AND GUIDANCE.</u>				
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.	10
	Remarks: <u>NEVER MEETS STANDARDS.</u>				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	3
	Remarks: <u>RARELY</u>				
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.	3
	Remarks: <u>RARELY TO COMPANY NEEDS.</u>				
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	6
	Remarks: <u>SOMETIMES COOPERATIVE</u>				
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.	7
	Remarks: <u>ALWAYS ABSENT</u>				
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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks: <u>NO RECORD</u>				
				TOTAL	41

Previous Challenges and Accomplishments:

Areas of Strengths:

Need More Strengths

RESIGNED as of 04.20.24


Areas of Weaknesses / Development:

Mabilig Unabscen at last Minute naq papaalam
Sobrang Pasaway sa trabaho

Rated By : Emanuel C. Pano
Printed Name & Signature

Employee : _____
Printed Name & Signature

Date : 04/22/2024
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date : _____
(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: _____ Present Rate: _____ Amount of
mm / dd / yy Increase: _____

Date Appointed Date of Last
to Present Position: _____ 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

P2

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

Date Received	Date Completed	Remarks Signature