

**REGASCO**

REPUBLIC GAS CORPORATION

PERFORMANCE EVALUATION REPORT FORMName of Employee : **FLORIZEL CABERTE**Date of Rating: **JULY 8, 2023** DATE OF HIRED: **NOVEMBER 10, 2022**

Family Name, First Name

M. I.

mm / dd / yy

Location (Kindly check) : ☐ Head Office ☐ PlantDepartment: **HR**Rating Period : From **NOVEMBER 2022**To **MAY 2023**LOCATION: **CALOOCAN**

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.	8PTS
	Remarks : MAALAM SA TRABAHO HINDI NA MASYADO 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.	38PTS
	Remarks : MASIPAG SA TRABAHO				
3. INITIATIVE:	Always 9 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				
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.	8PTS
	Remarks : DEDICATED TO WORK PUMAPASOK NG MAAGA 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 KAPAG KAILANGAN NG TULONG WALANG PAG-AALINLANGAN TUMULONG SA KAPWA HR				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in the allowable no.or less. 9 to 10 pts.	With written warning/s (1st Offense) 7 to 6 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/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 2infractions against our safety/ housekeeping rules 1 to 4 pts.	9PTS
	Remarks : SUMUSUNOD SA SAFETY RULES WALA PA NAMAN NILALABAG				
				TOTAL	88 PTS

Previous Challenges and Accomplishments:

NAIWANG MGA IR'S AND NTE - NATAPOS NAMAN LAHAT AND UPDATED NA NAGAGAWA AGAD ANG MGA NEW IRS

Areas of Strengths:

ORGANIZED OKEY SA FILING NASUNOD NAMAN MGA TINURO AT MINIMAINIT NIYA ITO

Areas of Weaknesses / Development:

MEDYO HINDI HIRAP KUMASAP SA TAO MAHIYAIN AT HINDI PA MARUNONG MAGALIT

Rated By : **MARY ANN BLAS**
Printed Name & SignatureEmployee : **FLORIZEL CABERTE**
Printed Name & SignatureDate : **July 8, 2023**
(mm / dd / yy)
of PER discussion with
Employee by RaterDate : **09/09/2023 4:42PM**
(mm / dd / yy)
of PER submitted by Ratee

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: November 10, 2023	Present Rate: _____	Amount of Increase: _____		
mm / dd / yy		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