

REGASCO

Name of Employee: MAKINANO, HAZEL ANN Date of Rating: July 23, 2025 Date Hired: 08 April 2025
 Position: CORPORATE LAWYER
 Location: MANDAUE PLANT Department: LEGAL
 Rating Period: APRIL 2025 TO JUNE 2025
 Purpose of Rating: 3RD MONTH ASSESSMENT

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	10 pts
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	90 pts
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10 pts
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	10 pts
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	10 pts
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8 pts
		{1st Offense}	{2nd Offense}	{3rd Offense}	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : this is due to the distance of our plant.					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	10 pts
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					98 pts

Previous Challenges and Accomplishments:

Even though she has only been with the company for three months, she has already assisted in filing and drafting numerous pleadings for our cases, which significantly helped me meet deadlines without sacrificing the quality of our legal output.

Areas of Strengths:

- Strong work ethic, very reliable and committed
- Good communication skills
- Good time management
- Very easy to work with

Areas of Weaknesses / Development:

More familiarity to the LPE operation / industry.

Rated By:

ATTY. MARIA MAE TRINIDAD A. MONTECALO
Printed Name & Signature

Date:

07 / 23 / 2025
(mm / dd / yy)

Acknowledged By:

Employee Name:

ATTY. HAZEL MARINAND
Printed Name & Signature

Date:

(mm / dd / yy)

RECOMMENDATIONS:

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:

mm / dd / yy

Present Rate:

Amount of Increase:

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:

Approved Recommended Position:

Effectivity Date:

mm / dd / yy

Human Resource Department

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

Passing Rate