

REGASCO

18 F. Strata 100 Bldg. F. Ortigas Jr. Road Brgy. San Antonio Center Pasig City 1800
(02) 230-2133

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Hazel Ann Canson Makinano Date of Rating: Date Hired: April 8, 2025
Position: Corporate Lawyer
Location: REGASCO Visayas Department: Legal
Rating Period: July 8 - September 8, 2025
Purpose of Rating: Regularization/5th month Evaluation

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.	10pts
	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.	90pts
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	16pts
	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.	10pts
	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	10pts
	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.	9pts
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	10pts
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					99pts

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23 SEP 2025

Previous Challenges and Accomplishments:

Efficient and Effective in providing legal support to the company including but not limited to contract review and drafting pleadings.

Areas of Strengths:

She has consistently demonstrated competence, professionalism and dedication in the performance of her duties.

Areas of Weaknesses / Development:

More familiarity to the other aspects of the operation.

Rated By: <u>ATTY. MARIA MRE. FLORENCE MONTENA</u> Printed Name & Signature Date: <u>09/15/2025</u> (mm / dd / yy)	Acknowledged By: <u>ATTY. HAZEL ANN MAKINANO</u> Employee Name: <u>ATTY. HAZEL ANN MAKINANO</u> Printed Name & Signature Date: <u>09/15/2025</u> (mm / dd / yy)
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RECOMMENDATIONS: I strongly recommend that Atty. Makinano be granted regular employment status in recognition of her contributions and to further strengthen the company's Legal Department here in Visayas. Additionally, I'd like to recommend an additional to Atty. Makinano's basic salary of ₱2,000.00 as allowance.

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: 04/08/25 Present Rate: ₱50,000.00 Amount of Increase: _____

mm / dd / yy

Date of Last Increase: _____

Date Appointed to Present Position: 09/08/25 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		

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

Passing Rate