

REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : ABILON, KRISTINE JOY Date of Rating: 4/22/2024
 Family Name, First Name M. I. mm / dd / yy
 Location (Kindly check) : ☒ Head Office ☐ Plant Department: _____
 Rating Period : From 3/18/2024 To 4/22/2024 Plant: _____
 mm / dd / yy mm / dd / yy

Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 1 month evaluation

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

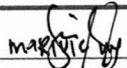
Instructions: Please review notes on Scale 1 - 10 Performance Appraisal

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.	5	
	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.	26	
	Remarks :					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	5	
	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.	7	
	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.	7	
	Remarks :					
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.	9	
	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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	10	
	Remarks :					
					TOTAL	69

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:
lack of productivity, & efficiency
needs supervision

Rated By : 
 Printed Name & Signature

Employee : 
 Printed Name & Signature

Date : _____
 (mm / dd / yy)
 of PER discussion with
 Employee by Rater

Date : 04 30 24
 (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: _____
 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 : _____ 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