

REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee MANLAPAZ GERALD ☒ M I
 Family Name MANLAPAZ First Name GERALD
 Location (Kindly check) : ☒ Head Office ☐ Plant
 Rating Period From NOV. 2, 2023 To NOV. 2, 2023
 Date of Rating NOV. 9, 2023
 Department SMC
 Plant SMC
 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.	7
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.	35
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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.	8
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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
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 2 infractions against our safety/ housekeeping rules. 1 to 4 pts.	8
TOTAL					80

Previous Challenges and Accomplishments:

NONE

Areas of Strengths:

MEETS PERFORMANCE GOALS AND PUTS VALUE IN DOING HIS JOB.

P1

Areas of Weaknesses / Development: BEING ABSENT TO WORK SOMETIMES.

Rated By: AAA - JENIEA DELACRUZ Employee: _____
Printed Name & Signature Printed Name & Signature

Date: NOV. 9, 2023 Date: _____
(mm / dd / yy) (mm / dd / yy)
of PER discussion with of PER submitted by Rater
Employee by Rater

COMPUTATIONS

Approved by: [Signature] Date Signed: 11/10/23
mm / dd / yy

Approved by: _____ Date Signed: _____
mm / dd / yy

President's Signature: _____ Date Signed: _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: 14,000 Amount of Increase: 2,000
mm / dd / yy mm / dd / yy

Date Appointed to Present Position: _____ Date of Last Increase: _____
mm / dd / yy mm / dd / yy

New Rate: 16,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Reviewed by: _____
Human Resource Department

Approved Recommended Rate: _____

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

Date Received	Date Completed	Remarks Signature