

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Monday, 16 September 2024 11:43 am
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_Ma. Mae Florence Montecillo_Visayas Corporate Lawyer
Attachments: REGULARIZATION_Ma. Mae Florence Montecillo_Visayas Corporate Lawyer.pdf

Hi Tin,

Kindly draft and release NOPA addressed to **Atty. Ma. Mae Florence Montecillo**, Corporate lawyer for her regularization. There's no movement in her current salary. Please verify the HMO eligibility with M'Krish.

Please see the attached Assessment form for your reference.

P.S Kindly use REGASCO Header for her NOPA.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, RPm, DPO
HR- Employee And Labor Relation Officer
09998821548/ 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City



REGASCO

18 F. Strata 100 Bldg. F. Ortigas Jr. Road Brgy. San Antonio Center Pasig City 1600
 (02) 230-2133

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARIA MAE FLORENCE A. MONTECILLO Date of Rating: Date Hired: Feb 19, 2024
 Position: Corporate Lawyer
 Location: REGASCO Visayas Department: Legal
 Rating Period: March 2024 to Aug 2024
 Purpose of Rating: Regularization

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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Competent				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	39
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks:				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	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
	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
	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.	10
		(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/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
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL					94

Previous Challenges and Accomplishments:

o Coordinated w/ mrm Cristy Ramon as to the performance of Atty. Maria

Areas of Strengths:

Areas of Weaknesses / Development:

No weakness, just needs more practice as lawyer.

Rated By : <u>Mary. Perry</u> Printed Name & Signature	Acknowledged By:
Date : <u>21 Aug 2024</u> (mm / dd / yy)	Employee Name : <u>ATTY. MARIA MAE FLORENCE A. MONTECILLO</u> Printed Name & Signature
	Date : <u>09/04/2024</u> (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 : <u>REGISTRATION</u>	Reviewed by: <u>[Signature]</u>
Approved Recommended Rate : <u>N/A - SAME</u>	Human Resource Department
Approved Recommended Position : <u>N/A - SAME</u>	
Effectivity Date : <u>08-17-24</u> mm / dd / yy	

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

Passing Rate

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Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

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 of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

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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