

REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : OPIS OLIVER 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 2/6/2024 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 probation

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.	9	
	Remarks : <u>Has exceptional knowledge of his own related work</u>					
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.	30	
	Remarks : <u>Meets standard</u>					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9	
	Remarks : <u>Always</u>					
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.	9	
	Remarks : <u>Always dedicated to Duty</u>					
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9	
	Remarks : <u>Always Cooperative</u>					
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 : <u>Come Early</u>					
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 2infractions against our safety/ housekeeping rules 1 to 4 pts.	9	
	Remarks : <u>No record</u>					
				TOTAL	84	

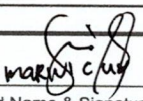
Previous Challenges and Accomplishments:

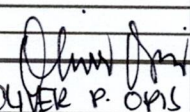
Areas of Strengths:

maayos sa pakikipag-usap at sa trabaho

Areas of Weaknesses / Development:

Mahigian Larry

Rated By :  Printed Name & Signature

Employee :  Printed Name & Signature

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

Date : 04/30/2024 (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

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

Date Received	Date Completed	Remarks Signature