

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: RACHELLA MARIE G. LOPEZ **Date of Rating:** **Date Hired:** 1/3/2024
Position: Corporate Lawyer
Location: REGASCO H.O **Department:** Legal
Rating Period: April 2024 - June 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 : She has the knowledge of the things she need to do					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : He Productive					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Proactive					
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 : Dedicated & engaged					
5. COOPERATION	Always	Usually	Sometimes	Rarely	10	
	cooperative	cooperative	cooperative	cooperative		
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : A team player					
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.		
	Remarks : I don't think she was ever tardy					
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 2infractions against our safety/ housekeeping rules	9 10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : I don't think she has any record of infraction of our company policy					
				TOTAL	93.94	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By :

Printed Name & Signature

Date :

(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

(mm / dd / yy)

RECOMMENDATIONS:

if possible, recommend an allowance be given in the amount of P10,000

Recommendation of Head ofc.
current salary + 5,000 - 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: _____
mm / dd / yy

Present Rate: 60K

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 :

REGULARIZATION

Reviewed by:

Approved Recommended Rate :

ADDITIONAL P5000

Human Resource Department

Approved Recommended Position :

SAME

Effectivity Date :

JULY 01, 2024
mm / dd / yy

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

Passing Rate

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Wednesday, August 7, 2024 9:26 AM
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_Atty. Rachella Lopez_Corporate Lawyer
Attachments: PERF for Regularization_Atty. Rachella Lopez_Corporate Lawyer.pdf

Hi Tina,

Kindly draft and release NOPA addressed to **Ms. Rachella Lopez**, Corporate Lawyer for her regularization with **P5000** salary increase effective **July 01, 2024**.

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

