

June 12, 2024

Republic Gas Corporation
Head Office
Floor, Strata 100, F. Ortigas
Jr. Road, Brgy. San Antonio, Pasig

To whom it may concern:

Good day!

Please accept this letter of resignation as my formal resignation from my position as legal assistant in the Legal Department of Republic Gas Corporation, effective on June 28, 2024.

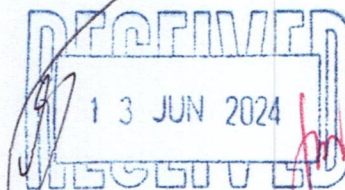
This is due to the difficulty that I experienced from juggling law school and work together. I am unable to find a balance between the two as I need to show undivided attention and focus in studying the law while doing my best for the company. In light of this, I made the difficult decision of resigning from my position and chose to pursue my dreams of becoming a lawyer.

I appreciate the opportunities for growth and development you have given me during my stint in the company. My tenure as a legal assistant, although short, not only enabled me to learn so many things about my work, but also allowed me to forge unexpected friendships and memories that I will forever cherish.

Thank you and God Bless.


Rafael Dominic Somoray

ok 
sorry. smthw1





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

NO 5TH MONTH
ACCOMPLISHMENT. RESIGNED.

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: RAFAEL DOMINIC SOMORAY Date of Rating: 4/16/2024 Date Hired: 1/22/2024
Position: PARALEGAL
Location: RGC HEAD OFFICE Department: LEGAL
Rating Period: Jan to April 2024
Purpose of Rating: 3RD MONTH EVALUATION

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.	10
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Very competent				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	38
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: meet the required number				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Loves his work				
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	9.
	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.	8.
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: Just now, there was MUD					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: None				
TOTAL				973	

Previous Challenges and Accomplishments:

Areas of Strengths: LOW

Areas of Weaknesses / Development:

Rated By :

[Signature]
Printed Name & Signature

Date :

04/16/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

RAFAEL DOMINIC SOKORAY
Printed Name & Signature

Date :

04/19/24
(mm / dd / yy)

RECOMMENDATIONS: regular employee

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

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

Passing Rate