

REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Salvador Laster Jetro Date of Rating: May 29, 2025
 Family Name: _____ First Name: _____ M. I.: _____
 Location (Kindly check): ☒ Head Office ☐ Plant mm / dd / yy
 Rating Period: From December 26, 2024 To May 29, 2025 Department: Accounting
 mm / dd / yy mm / dd / yy Plant: San Simon (SNC)
 Purpose of Rating: (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others _____

Instructions: Please review notes on Guide to Performance Appraisal before approving 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.	8
Remarks :					
2. PRODUCTIVITY:	Usually exceeds standards. 35 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	35
Remarks :					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
Remarks :					
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
Remarks :					
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
Remarks :					
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.	8
Remarks :					
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
Remarks :					
TOTAL					83

Previous Challenges and Accomplishments:
None
 Areas of Strengths:
Dedicated to his work as PA

Areas of Weaknesses / Development

Rated By: MA. JIMMY L. L. L.
Printed Name & Signature

Employee: _____
Printed Name & Signature

Date: 05/29/2025
(mm/dd/yy)
of PER discussion with
Employee by Rater

Date: _____
(mm/dd/yy)
of PER submitted by Rater

COMPUTATIONS

Approved by: [Signature] Date Signed: _____
mm/dd/yy

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

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

EMPLOYEE DETAILS

Date Hired: 11/20/04 Present Rate: 15.00 Amount of Increase: 1.00

Date Appointed to Present Position: 11/20/04 Date of Last Increase: _____
mm/dd/yy

New Rate: 16.00

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Reviewed by: [Signature]
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