

Ms. MARIVIC UY

Audit

Republic Gas Corporation (REGASCO)

18th floor, Stata 100, F. Ortigas Rd, Ortigas Center

San Antonio, Pasig City

Dear Ms.MARIVIC UY,

I am writing to formally resign from my position as GPS Monitoring at Republic Gas Corporation (REGASCO), effective one (1) month from today, May 30, 2024.

After much consideration, I have decided to step down from my role due to personal reasons that require my immediate attention. I have greatly valued the opportunities for growth and development that I have experienced during my time at REGASCO, and I am grateful for the support and guidance provided by both my colleagues and the management team.

I will ensure that my current projects are completed and that there is a smooth transition of my responsibilities to my successor. I would like to express my gratitude for the opportunities I have been given during my time at REGASCO. I have enjoyed working with the team and contributing to the success of the company.

Thank you for your understanding and support during this time. I wish for REGASCO's continued success in the future.

Sincerely,

Sheilla
Sheilla Mae Balisbis
GPS Monitoring
Republic Gas Corporation
sheillamaebalisbiss@gmail.com
09950946683

Sheilla 5/7/2024



REGASCO

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : BAUSIS, SHUA MAE Date of Rating: 4/22/2024
 Family Name, First Name M. I.
 Location (Kindly check) : ☒ Head Office ☐ Plant
 Rating Period : From 3/21/2024 To 4/22/2024 Department: _____
 mm / dd / yy mm / dd / yy Plant: _____
 Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 1 month evaluation

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.	5
Remarks :					
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.	25
Remarks :					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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.	6
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.	7
Remarks :					
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 :					
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infracton against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	10
Remarks :					
TOTAL					69

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

LACK PRODUCTIVITY & EFFICIENCY
NEEDS SUPERVISION

Rated By : MARICELA
Printed Name & Signature

Employee : SHILLA BARRIS
Printed Name & Signature

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

Date : 04/30/24
(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: _____ Amount of
mm / dd / yy Increase: _____

Date Appointed _____ Date of Last
to Present Position: _____ 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