



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : MANANSALA, ALLAN FLORES Date of Rating: December 5, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period : From January 1, 2025 To : December 5, 2025 Location: North Hub, San Simon
mm / dd / yy mm / dd / yy Position: ELECTRICAL MAINTENANCE
Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☒ Others: Justification for Merit Increase

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
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.	36
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
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
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
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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.	10
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.	10
TOTAL					92

Previous Challenges and Accomplishments:

HANDLED EXPANDING ELECTRICAL REQUIREMENTS AT THE TERMINAL. CONDUCTED ENERGY EFFICIENCY CHECKS. HE ALSO ASSISTED IN TERMINAL ACTIVITIES AND ENSURED PROPER DOCUMENTATION. HE MAINTAINS RELIABLE ROUTINE MAINTENANCE AND TROUBLESHOOTING.

Areas of Strengths:

HE DEMONSTRATES ELECTRICAL TECHNICAL SKILLS AND ATTENTION TO DETAIL. HE WORKS METHODICALLY WHEN ASSESSING CIRCUITS. HE SHOWS STEADY COORDINATION WITH OTHER DEPARTMENTS.

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	HE DELIVERS DEPENDABLE ELECTRICAL WORK AND TAKE INITIATIVES IN AREAS THAT EXTEND BEYOND HIS CORE DUTIES.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

Rated By : <u></u> DANICO MATALOG/JED ATIENZA Assistant Manager Date: <u>12-5-25</u>		Acknowledged by: MANANSALA, ALLAN FLORES ELECTRICAL MAINTENANCE	
Approved by : <u></u> RICRIG CEREAG TERMINAL MANAGER		Date Signed <u>12-09-25</u> mm / dd / yy	
Noted by : <u>SARAH D. OCHOA</u> MRC- HR Associate		Date Signed _____ mm / dd / yy	
EMPLOYEE DETAILS: Date Hired: <u>May 20, 2024</u> mm / dd / yy Date Appointed to Present Position: _____ Present Rate: 15,031.69 (MONTHLY) Amount of Increase: _____ Date of Last Increased: _____ mm / dd / yy New Rate: _____			
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT Nature of Recommendation : _____ Approved Recommended Rate : _____ Approved Recommended Position : _____ Effectivity Date : _____ mm / dd / yy Reviewed by: <u></u> Human Resource Department			

P2

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

Date Received	Date Completed	Remarks Signature