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MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Date hired: September 17, 2024

POSITION
Operations Analyst

Name of Employee : Amurao, Allen Jane D. Date of Rating mm/dd/yy
 Family Name First Name M I
 Location (Kindly check): Calaca Plant Department Direct-MB
 Rating Period From 12/09/2024 To: 12/16/24 Plant Calaca
 mm/dd/yy mm/dd/yy Position Operation Analyst
 Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others 5th Month Evaluation

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

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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.	31
	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 with 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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	9
	Remarks :				
				TOTAL	81

Previous Challenges and Accomplishments:

Areas of Strengths:

Rated By: Christina G. Co
Printed Name & Signature
Date: 3-4-21
(mm/dd/yy)
of PER discussion with
Employee by Rater

Employee: [Signature]
Printed Name & Signature
Date: 3/4/21
(mm/dd/yy)
of PER submitted by Rater

COMPUTATIONS

Approved by: [Signature]
Ms. Ma. Christina G. Co
OIC/Assistant HR Head
Date Signed: 3/6/21
mm/dd/yy

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

EMPLOYEE DETAILS:

Date Hired: 09/17/24 Present Rate: Same
mm/dd/yy
Date Appointed
to Present Position: n/a

Amount of
Increase: _____
Date of Last
Increase: _____
mm/dd/yy
New Rate: 16,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Reviewed by: [Signature]
Approved Recommended Rate: _____
Approved Recommended Position: _____
Effectivity Date: _____
mm/dd/yy
Human Resource Department

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

Date Received	Date Completed	Remarks Signature



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Amurao, Allen Jane D. Family Name, First Name M. I. Date of Rating: mm / dd / yy
Location (Kindly check): Calaca Plant Department Direct-MB
Rating Period : From 17/09/2024 To: 12/16/24 Plant: Calaca
mm / dd / yy mm / dd / yy Position: Operation Analyst
Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 5th Month Evaluation

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

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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.	31
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					81

Areas of Strengths:

Rated By : Kevin D. Marcial
Printed Name & Signature

Date : 3-4-21
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : _____
Printed Name & Signature

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

COMPUTATIONS:

Approved by

Ms. Christina G. Co
OIC/Assistant HRHead

Date Signed

3/5/21
mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 09/17/24 Present Rate: Same
mm / dd / yy

Date Appointed
to Present Position: n/a

Amount of
Increase: _____
Date of Last
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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Date Received	Date Completed	Remarks Signature