



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : BALDRIAS ALLYSSA PUJANTE Date of Rating: mm / dd / yy
Family Name, First Name M. I.
Location (Kindly check) : Head Office Plant Department: **DIRECT MRC**
Rating Period : From May 18, 2024 To July 16, 2024 Plant: **SPI Calaca**
mm / dd / yy mm / dd / yy Position: **Admin Associate**
Purpose of Rating : (Kindly check) 5th month evaluation
Regular Rating Completion of Probationary / Qualification Period Promotion Others:

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
	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.	38
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	10
	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.	9
	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.	10
	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	95

Previous Challenges and Accomplishments:

Challenges every out-off, received lot of complaints about this topic but ship able to explain to them positively and clearly.

Areas of Strengths:

Handles task and every changes very well. She has a cheerful attitude that prompts other workmates, she also takes initiative to understand what needs to be done.

Areas of Weaknesses / Development: I have nothing to say but thank always from for improvement.

Rated By : KIMBERLY DIANNE DIGNO Admin Associate Employee : _____
 Printed Name & Signature Printed Name & Signature
 Date : _____ Date : _____
 (mm / dd / yy) (mm / dd / yy)
 of PER discussion with of PER submitted by Ratee
 Employee by Rater

COMPUTATIONS:

Approved by : KRISHIA MARIO L. GARCIA Date Signed : _____
 OIC HR Operations Manager mm / dd / yy
 Approved by : _____ Date Signed : _____
 mm / dd / yy
 President's Signature : _____ Date Signed : _____
 mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 2/17/2024 Present Rate: _____ Amount of Increase: _____
 mm / dd / yy Date of Last Increase: _____
 Date Appointed to Present Position: _____ 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