



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : BALDIAS ALLYSSA PUJANTE Date of Rating: mm / dd / yy
Family Name, First Name M. I. Department: **DIRECT MRC**
Location (Kindly check) : Head Office Plant Plant: **SPI Calaca**
Rating Period : From February 17, 2024 To : May 17, 2024 Position: Admin Associate
mm / dd / yy mm / dd / yy
Purpose of Rating : (Kindly check)
Regular Rating Completion of Probationary / Qualification Period Promotion Others: 3rd 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.	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.	36
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
	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.	9
	Remarks :				
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.	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	91

Previous Challenges and Accomplishments:

- Challenge in changing of supplier of uniforms, the patiently coordinate with the supplier, management and head office. able to find cheaper supplier

Areas of Strengths:

Have a positive approach to the employees especially to the drivers who have lots of complaints and issues about their trips.

Areas of Weaknesses / Development:

No post started, needs to be "dragged" sometimes.

Rated By

Printed Name & Signature

[Signature]
KIMBERLY DIANNE DIGNO
Admin Associate

Employee

Printed Name & Signature

Date

(mm / dd / yy)

of PER discussion with
Employee by Rater

Date

(mm / dd / yy)

of PER submitted by Ratee

COMPUTATIONS:

Approved by

[Signature]
KRISHIA MARIE L. GARCIA
OIC HR Operations Manager

Date Signed

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:

mm / dd / yy

Date Appointed

to Present Position:

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

Date Received	Date Completed	Remarks Signature