

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, March 21, 2024 5:58 PM
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: FOR NOPA_REGULARIZATION
Attachments: Mary Ann Lamboson_Regularization.pdf; Alyssa Rivera_Regularization.pdf

Hi Tina,
Good day!

Kindly draft and release NOPA addressed to **Ms. Alyssa Mae Rivera** and **Ms. Mary Ann Lamboson** for their **REGULARIZATION**. Details are as follows;

Alyssa Mae Rivera – **Additional 1,500**
Mary Ann Lamboson – **Additional 2,000**

The Effectivity date is **April 01, 2024**. Have Ma'am Krish sign the NOPA once accomplished. Please see the attached performance assessment as your supporting documents.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, RPh, DPO
HR- Employee And Labor Relation Officer
09998821548 / 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ALYSSA MAE RIVERA Date of Rating: Date Hired: 8/10/2023
Position: Accounting Associate
Location: Head Office Department: Accounting
Rating Period: Dec 2023 - Feb 2024
Purpose of Rating: Regularization

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Knowledgeable on the basics of her work. However, she tends to keep problems to herself when problems arise.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Can work with minimal supervision				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Needs to make it a habit of letting her superiors know when problems arise				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	89

Previous Challenges and Accomplishments:

Areas of Strengths:

Alyssa has been fantastic as an Accounting Associate. She is always present and on time. She has also shown eagerness to learn complicated tasks that are for Account.

Areas of Weaknesses / Development:

She tends to keep quiet when problems arise with her work. She needs to communicate openly so that we can help her immediately and avoid cramming on deadlines.

Rated By :

Shan Kencel Vitor
Printed Name & Signature

Date :

02-02-24
(mm / dd / yy)

Acknowledged By:

Employee Name :

ALYSSA INABE RIVERO
Printed Name & Signature

Date :

02/09/24
(mm / dd / yy)

RECOMMENDATIONS:

For regularization and allowance of 1,500

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:

mm / dd / yy

Present Rate:

Amount of Increase:

1,500.00

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

17,500

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

SALARY INCREASE

Reviewed by:

Approved Recommended Rate :

1,500

Human Resource Department

Approved Recommended Position :

SAME

Effectivity Date :

APRIL 01, 2024
mm / dd / yy

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

Passing Rate

ENDORSED

21 MAR 2024

ENDORSED

TO M'KRECH
09 FEB 2024



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ALYSSA MAE RIVERA **Date of Rating:** **Date Hired:** 8/10/2023
Position: Accounting Associate
Location: Head Office **Department:** Accounting
Rating Period: Sep 2023- Nov 2023
Purpose of Rating: 3rd Month Evaluation

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Needs to learn more about taxes ; computations and deadline				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	10
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks : Always present and on time					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	88

Previous Challenges and Accomplishments:

Areas of Strengths:

Alyssa has been great at her job and follows instructions really well. She still has things to learn and I can see in her her willingness to learn more.

Areas of Weaknesses / Development:

Rated By : <u>Shan Rencel Vitor</u> Printed Name & Signature Date : <u>01/26/2024</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>ALYSSA MAE RIVERA</u> Printed Name & Signature Date : <u>02/02/2024</u> (mm / dd / yy)
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RECOMMENDATIONS:

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 Increase: _____
mm / dd / yy		
Date Appointed to Present Position: _____		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		

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

Passing Rate