



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ANGELICA DELOS SANTOS Date of Rating: 08/09/2024 Date Hired: 02/14/2024
Position: IIR ASSOCIATE
Location: REGASCO DASMA Department: IIR DEPARTMENT
Rating Period: 5TH OF THE MONTH
Purpose of Rating: FOR 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 her own&related work.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	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.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	80

Previous Challenges and Accomplishments:

Can work minimal supervision, can handle employee relation incident, organized documents

Areas of Strengths: time management with knowledge to work, comben, labor relation, recruitment, payroll and time keeping	
Areas of Weaknesses / Development: Need to improve her communication skills and lack of confidence in dealing with the Manager and co-employees Need to improve her public speaking or way of speaking towards her co-employees Double check all transactions thoroughly specially payroll and mandatories	
Rated By : <u>MARRAH MAY M. GIL</u> Printed Name & Signature Date : <u>8/9/2024</u> (mm / dd / yy)	Acknowledged By: Employee Name : <u>ANGELICA DILLOS SANTOS</u> Printed Name & Signature Date : <u>08 / 09 / 24</u> (mm / dd / yy)
RECOMMENDATIONS: Improve communications skills with the Manager and see to it that all transactions dealing with the plant should be relayed to the Management first. Always be mindful of the word "PROFESSIONALISM" at ALL TIMES. RESPECT	
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: <u>2/14/2024</u> Present Rate: _____ Amount of Increase: _____ mm / dd / yy Date of Last Increase: _____ mm / dd / yy Date Appointed to Present Position: _____ New Rate: _____	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation : <u>REGULARIZATION</u> Reviewed by: <u>[Signature]</u> <u>8/15/24</u> Approved Recommended Rate : <u>ADDITIONAL 1,000</u> Human Resource Department Approved Recommended Position : <u>SAME</u> Effectivity Date : <u>AUG 12, 2024</u> mm / dd / yy	

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

maricris.ariola@mindbridgeresources.ph

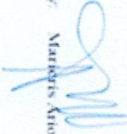
From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, 15 August 2024 3:15 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_C_Sol, R. Figueroa, T. Galang and A. Delos Santos
Attachments: REGULARIZATION_C_Sol, R. Figueroa, T. Galang and A. Delos Santos.pdf

Hi Tin,
Good day!

Kindly draft and release NOPA addressed to the following Plant HR's for their **REGULARIZATION**. Details are as follows;

15/08/2024

LOCATION	DATE HIRED	REGULARIZATION DATE	FULL NAME	POSITION	CURRENT SALARY	RECOMMENDED INCREASE	APPROVED INCREASE
SAC San Simon	January 22, 2024	July 20, 2024	Christine Sol	HR Associate	15,000.00 + L/A	Additional 1,000	
SAC San Simon	February 05, 2024	August 05, 2024	Racelle Figueroa	HR Associate	14,000.00 + L/A	Additional 1,000	
GRIPEN	February 07, 2024	August 05, 2024	Toine Galang	HR Generalist	18,000.00 + L/A	Additional 1,000	
RGC Davao	February 14, 2024	August 12, 2024	Angelika Delos Santos	HR Associate	15,000.00 + L/A	Additional 1,000	

Prepared By:  Maricris Ariola
8/15/24

Approved By:  Krishna Mari Garcia

NOTE: EFFECTIVITY: REGULARIZATION DATE

Attached are their Assessment for your reference. Have Ma'am Krish sign the NOPA once accomplished.

15/08/2024

LOCATION	DATE HIRED	REGULARIZATION DATE	FULL NAME	POSITION	CURRENT SALARY	RECOMMENDED INCREASE	APPROVED INCREASE
SMC San Simon	January 22, 2024	July 20, 2024	Christine Sol	HR Associate	15,000.00 + L.A	Additional 1,000	
SMC San Simon	February 05, 2024	August 03, 2024	Racelle Figueroa	HR Associate	14,000.00 + L.A	Additional 1,000	
GRIPEN	February 07, 2024	August 05, 2024	Trise Galang	HR Generalist	18,000.00 + L.A	Additional 1,000	
RGC Dasma	February 14, 2024	August 12, 2024	Angelika Delos Santos	HR Associate	15,000.00 + L.A	Additional 1,000	

Prepared By: Maricris Ariola

8/15/24

Approved By: Krishna Marie Garcia

NOTE: EFFECTIVITY: REGULARIZATION DATE