

August 31, 2024

KRISHIA MARIE L. GARCIA
HR Operations Manager
Mindbridge Resources Corporation
22F Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City

C/O EMILYN MEDINA
Human Resource Officer
Standard Motor Corporation
Feeder Road, San isidro, San Simon, Pampanga

Letter of Resignation

Dear Ms. Krishia Marie,

This letter represents my formal notice of resignation effective on **September 30, 2024** from my duty for 2 months as a **HR- Labor and Relations Associaite** (Probitionary) assigned at Human Resource Department of Standard Motor Corporation- San Simon.

However, due to my health condition that needs comprehensive medical attention, I must prioritize my well-being at this time.

No words can put my gratefulness for the support and opportunities given to me by SMC-San Simon, that have utilized my full potential. I will always appreciate the experiences, skills, and knowledge I gained during my employment. These experiences have equipped me well for the challenges that lay ahead.

I wish you all the best for the future.
Thank you so much.

Sincerely,


ANGELICA F. MASUELA



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MASUELA, ANGELICA Date of Rating: 19-Aug-24 Date Hired: 18-Jun-24
Position: HR ASSOCIATE (LABOR & RELATION)
Location: SMC SAN SIMON Department: HRD
Rating Period:
Purpose of Rating: 2ND MONTH

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

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FACTORS	RATING					
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.		5
	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.		29
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks :					
3. INITIATIVE	Always	Usually	Sometimes	Rarely		7
	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.		8
	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		7
	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/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		9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
TOTAL					74	

Previous Challenges and Accomplishments:

PC- ALL IR, NTE & NOD NA HINDI NAGAWA NI ALLEN ROSI AY HINDI PA NIYA NATATAPOS ANG IBA.
A - SOME REPORTINGS THAT SHE NEEDED TO GIVE TO SIR LES

Areas of Strengths:

FILING OF DOCUMENTS

Areas of Weaknesses / Development:

DECISION MAKING, CONFIDENTIALITY
SHE HAVE MANY PENDING IR'S, NTE & NOD

Rated By

: EMILYN MEDINA
Printed Name & Signature

Date

: AUG 19, 2024
(mm / dd / yy)

Acknowledged By:

Employee Name : ANGELICA F. MASUELA
Printed Name & Signature

Date

:
(mm / dd / yy)

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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

:

Reviewed by:

Human Resource Department

Approved Recommended Rate

:

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