

Date hired: Nov 28, 2024

MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Resign
David
Refer

Name of Employee: De Leon, Anna Jessandra Vidal M I
 Family Name: De Leon First Name: Anna Jessandra
 Location (Kindly check): SPI Calaca Plant
 Rating Period: From 25/11/2024 To 02/25/25
 Purpose of Rating (Kindly check):
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☒ Others 3rd Month Evaluation

Date of Rating: mm/dd/yy
 Department: Logistics
 Plant: SPI Calaca
 Position: Real Time GPS Tracker

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	8
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	25
3. INITIATIVE:	Always. 9 to 10 pts	Usually. 7 to 8 pts	Sometimes. 5 to 6 pts	Rarely. 1 to 4 pts	7
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	8
5. COOPERATION:	Always cooperative. 9 to 10 pts	Usually cooperative. 8 pts	Sometimes cooperative. 5 to 7 pts	Rarely cooperative. 1 to 4 pts	7
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
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	9
TOTAL					73

Previous Challenges and Accomplishments:

Areas of Strengths:

pro 3/5/25

Rated By: <u>[Signature]</u> Printed Name & Signature Date: <u>2/20/25</u> (mm/dd/yy) of PCR discussion with Employee by Rater	Employee: <u>ANNA JESSANDER DELCON</u> Printed Name & Signature Date: <u>03/14/2025</u> (mm/dd/yy) of PCR submitted by Rates
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COMPUTATIONS

Approved by: <u>[Signature]</u> Mr. Alvin Jhon B. Fornal Logistics Manager - SPI	Date Signed: _____ mm / dd / yy
Noted by: <u>[Signature]</u> Ma Christina G. Co OIC Assistant HR Head	Date Signed: <u>3/8/2025</u> mm / dd / yy
President's Signature: _____	Date Signed: _____ mm / dd / yy

EMPLOYEE DETAILS

Date Hired: 11/25/2024 Present Rate: 14 000/Monthly
 mm / dd / yy
 Date Appointed: _____
 to Present Position: n/a

Amount of Increase: _____
 Date of Last Increase: _____
 mm / dd / yy

New Rate: Same rate

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Approved Recommended Rate: _____ Approved Recommended Position: _____ Effectivity Date: _____ mm / dd / yy	Reviewed by: <u>[Signature]</u> Human Resource Department: <u>[Signature]</u>
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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



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : De Leon, Anna Jessandra Vidal

Family Name

First Name

M. I.

Date of Rating: _____

mm / dd / yy

Location (Kindly check): SPI Calaca Plant

Rating Period : From 25/11/2024

To: 02/25/25

mm / dd / yy

mm / dd / yy

Department Logistics

Plant: SPI-Calaca

Position: Real Time GPS Tracker

Purpose of Rating : (Kindly check)

☐ Regular Rating

☒ Completion of Probationary / Qualification Period

☐ Promotion

☐ Others: 3rd Month Evaluation

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	Remarks :				
					TOTAL
Previous Challenges and Accomplishments:					

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Areas of Strengths:

for 3/5/25

Areas of Weaknesses / Development:

not get to work due to health issues like skin allergy
communication / learn work with the team.

Rated By

Jerico C. Miraval
Printed Name & Signature

Employee

Printed Name & Signature

Date

2-26-24
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date

(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by

Mr. Alvin Jhon B. Fornal
Logistics Manager - SPI

Date Signed

mm / dd / yy

Noted by

Ma Christina G. Co
OIC/Assistant HR Head

Date Signed

3/8/2025
mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired 11/25/2024 Present Rate: 14,000/Monthly
mm / dd / yy

Date Appointed

to Present Position: n/a

Amount of

Increase:

Date of Last

Increase:

mm / dd / yy

New Rate: Same rate

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Approved Recommended Rate

Human Resource Department

Approved Recommended Position:

Effectivity Date

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