



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Sabio, Belinda M. Date of Rating: 10/10/24
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check): SPI Calaca Plant Department: Logistics
Rating Period : From 7/11/2024 To: 10/11/24 Plant: SPI-Calaca
mm / dd / yy mm / dd / yy Position: Company Nurse
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.	8
	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.	35
	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.	10
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n 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 2infractons against our safety/ housekeeping rules. 1 to 4 pts.	10
	Remarks :				
				TOTAL	90

Previous Challenges and Accomplishments:

FIRST TIME WORKING AT OIL & GAS COMPANY, PROVIDES ~~PROPER~~ HEALTH CARE & SERVICES TO ALL EMPLOYEES WITH REGARDS TO CONSULTATION WITH PROPER ADVISED.

Areas of Strengths:

HEALTH CARE & COACHING.

Areas of Weaknesses / Development:
PUBLIC SPEAKING
Skill development in US office, particularly Excel

Rated By : MIGUEL G. ESPINA Employee : BELINDA H. SAGIO
Printed Name & Signature Printed Name & Signature

Date : OCTOBER 16, 24 Date : 12/12/24
(mm / dd / yy) (mm / dd / yy)
of PER discussion with of PER submitted by Ratee
Employee by Rater

COMPUTATIONS:

Approved by : ESMONG Date Signed : 10/21/24
Mr. Eduardo S. Nonog Jr. mm / dd / yy
Safety Manager

Noted by : Ms. Krisha Marie Garcia Date Signed : _____
HR Operations Manager - MRC mm / dd / yy

President's Signature : _____ Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 07/11/2024 Present Rate: 18,000 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 : _____
mm / dd / yy

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

Date Received	Date Completed	Remarks Signature