



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Sabio, Belinda M.

Date of Rating: DEC 17, 24

Family Name, First Name

M. I.

mm / dd / yy

Location (Kindly check): SPI Calaca Plant

Department: Logistics

Rating Period : From 10/11/2024 To: 12/17/24

Plant: SPI-Calaca

Purpose of Rating : (Kindly check)

Position: Company Nurse

5th 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.	9
	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.	9
	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 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	10
	Remarks :				
				TOTAL	90

Previous Challenges and Accomplishments:

preparing report in Excel; willingness to learn.
safety talk before terminal blue collar employees.

Areas of Strengths:

Standard care to clinic clients.

JSN

Areas of Weaknesses / Development:
clerical work relevant to daily routine; fast learner though.

Rated By : MELVIN G. EYINA Employee : BEVINDA M. SAID
Printed Name & Signature Printed Name & Signature

Date : 12/17/24 Date : 12/19/24
(mm / dd / yy) (mm / dd / yy)
of PER discussion with of PER submitted by Ratee
Employee by Rater

COMPUTATIONS:

Approved by : EMonog Date Signed : 01/06/25
Mr. Eduardo S. Nonog Jr. mm / dd / yy
Safety Manager

Noted by : [Signature] Date Signed :
Ms. Krisha Mariel L. Garcia mm / dd / yy
HR Operations Manager - MRC

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

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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