



MINDBRIDGE RESOURCES CORPORATION
PERFORMANCE EVALUATION REPORT FORM

Date hired: November 22, 2024
Pro Nura in replacement

NAME
POSITION

PASCUA, BOJIE
REAL TIME GPS TRACKER

DATE HIRED
EMPLOY NUMBER

2024-426

Name of Employee: Pascua, Bojie Mangalita
Family Name: Pascua First Name: Bojie MI: M Date of Rating: 11/22/24
Location (Kindy check): SPI Calaca Plant
Rating Period: From 12/11/2024 To 02/22/25
Purpose of Rating: Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others ☐ 3rd Month Evaluation
Instructions: Please review items on Guide to Performance Appraisal before accomplishing this form.

Instructions: Fill out this Rating of Performance Appraisal before accomplishing this form.						
FACTORS		RATING				POINTS
1. KNOWLEDGE OF WORK	Has exceptional knowledge of his/her assigned work. 9 to 10 pts	Has required knowledge of his/her assigned 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. 30 to 40 pts	Meets standards. 20 to 35 pts	Seldom meets standards. 20 to 25 pts	Never meets standards. 1 to 19 pts	36	
	Remarks:					
3. INITIATIVE	Always. 9 to 10 pts	Usually. 7 to 8 pts	Sometimes. 5 to 6 pts	Rarely. 1 to 4 pts	8	
	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	8	
	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	8	
	Remarks:					
6. ATTENDANCE & PUNCTUALITY	Tardiness with the allowable no or less. 9 to 10 pts	With written warnings (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	6	
	Remarks:					
7. SAFETY AND / OR HOUSEKEEPING	No record of accident/infraction against our safety/housekeeping rules. 9 to 10 pts	No record of accident but w/ 1 infraction against our safety/housekeeping rules. 8 pts	No record of accident but w/ 2 infraction against our safety/housekeeping rules. 5 to 7 pts	Had an accident or had more than 2 infractions against our safety/housekeeping rules. 1 to 4 pts	9	
	Remarks:					
TOTAL					82	

Previous Challenges and Accomplishments:

Areas of Strengths:
- Good job with knowledge & communication with the team

pro 3k/s

ated By [Signature]
Printed Name & Signature

ate 2 20 25
(mm/dd/yy)
of PER discussion with
Employee by Rater

Employee BOJIE M. PASUA
Printed Name & Signature

Date 03/12/25
(mm/dd/yy)
of PER submitted by Rates

COMPUTATIONS

Approved by [Signature] Date Signed _____
Mr. Atvin John B. Fornal
Logistics Manager - SPI

Noted by [Signature] Date Signed 3/2/25
Ma Christina G. Co
OIC/Assistant HR Head

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

EMPLOYEE DETAILS

Date Hired 11/22/2024 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: [Signature] 6/28/25

Human Resource Department

Approved Recommended Rate _____

Approved Recommended Position _____

Effectivity Date _____
mm/dd/yy

P2

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 : Pascua Bojie Manguerra

Family Name

First Name

M. I.

Date of Rating: _____

mm / dd / yy

Location (Kindly check): SPI Calaca Plant

Rating Period : From 22/11/2024

To: 02/22/25

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

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

Please review notes on Guide to Performance Appraisal before accomplishing this form.						Others: 3rd Month Evaluation	
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.	30		
	Remarks :						
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8		
	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.	8		
	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.	8		
	Remarks :						
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		
	Remarks :						
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2infractions against our safety/ housekeeping rules 1 to 4 pts.	9		
	Remarks :						
					TOTAL		80

Previous Challenges and Accomplishments:

Areas of Strengths:

- Continue good work teamwork & communication with the team

pro 3/5/24

Rated By

Printed Name & Signature

Date

2-26-25

(mm / dd / yy)

of PER discussion with
Employee by Rater

Employee

Printed Name & Signature

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

3/8/25

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 11/22/2024 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

Signature of Recommendation

Approved Recommended Rate

Approved Recommended Position

Activity Date

Reviewed by:

Human Resource Department

mm / dd / yy

P2

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

Date Received	Date Completed	Remarks Signature