



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : RUDILLAS, CIRILO JR DELA CRUZ Date of Rating: September 01, 2025
Family Name: First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period : From September 21, 2025 To : December 20, 2025 Location: North Hub, San Simon
mm / dd / yy mm / dd / yy Position: CYLINDER REFILLER
Purpose of Rating : (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 4th 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
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.	36
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
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.	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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.	10
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
				TOTAL	90

Previous Challenges and Accomplishments:

Areas of Strengths:

Maintains excellent attendance. Follows instructions well and complies with safety and SOP.

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	<u>He demonstrates reliability, discipline, and consistent performance.</u>
75-89	Above Average	
50-74	Average	
49 below	Below Average	

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17 JAN 2026

Rated By : <u></u> DANICO MATALOG/JED ATIENZA Assistant Manager Date: <u>1-5-26</u>		Acknowledged by: <u></u> RUDILL AS. CIRILO JR DELA CRUZ CYLINDER REFILLER													
Approved by : <u></u> RICRIC CREAG TERMINAL MANAGER		Date Signed <u>1-5-26</u> mm / dd / yy													
Noted by : <u></u> SARAH D. OCHOA MRC- HR Associate		Date Signed <u>9/1/25</u> mm / dd / yy													
EMPLOYEE DETAILS: <table style="width: 100%;"> <tr> <td style="width: 30%;">Date Hired: <u>June 23, 2025</u> mm / dd / yy</td> <td style="width: 30%;">Present Rate: 14,867.50 (MONTHLY)</td> <td style="width: 30%;">Amount of Increase: _____</td> <td style="width: 10%;"></td> </tr> <tr> <td>Date Appointed to Present Position: _____</td> <td></td> <td>Date of Last Increase: _____</td> <td>mm / dd / yy</td> </tr> <tr> <td></td> <td></td> <td>New Rate: _____</td> <td></td> </tr> </table>				Date Hired: <u>June 23, 2025</u> mm / dd / yy	Present Rate: 14,867.50 (MONTHLY)	Amount of Increase: _____		Date Appointed to Present Position: _____		Date of Last Increase: _____	mm / dd / yy			New Rate: _____	
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FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT <table style="width: 100%;"> <tr> <td style="width: 50%;">Nature of Recommendation : _____</td> <td style="width: 50%;">Reviewed by: <u></u> Human Resource Department</td> </tr> <tr> <td>Approved Recommended Rate : _____</td> <td></td> </tr> <tr> <td>Approved Recommended Position : _____</td> <td></td> </tr> <tr> <td>Effectivity Date : _____ mm / dd / yy</td> <td></td> </tr> </table>				Nature of Recommendation : _____	Reviewed by: <u></u> Human Resource Department	Approved Recommended Rate : _____		Approved Recommended Position : _____		Effectivity Date : _____ mm / dd / yy					
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50-74	Average
49 below	Below Average

Date Received	Date Completed	Remarks Signature