



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : CATALINO, PAUL KEN V.

Family Name,

First Name

M. I.

Location (Kindly check): SPI Calaca Plant

Rating Period : MARCH 2025 TO JUNE 2025

Purpose of Rating : (Kindly check)

☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 5th Month Evaluation

Date of Rating: _____

mm / dd / yy

Department: Logistics

Plant: SPI-Calaca

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.	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 2 infractions against our safety / housekeeping rules. 1 to 4 pts.	9
	Remarks :				
				TOTAL	81%

Previous Challenges and Accomplishments:

MEETS STANDARD

Areas of Strengths:

MEETS STANDARD
USUALLY DEDICATED & COOPERATIVE TO DUTY

P1

Areas of Weaknesses / Development:

Rated By : DANIEL P. RENDON
Printed Name & Signature
Date : 08-24-2025
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : PAUL VERA CASTAÑO
Printed Name & Signature
Date : _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by : Mr. Alvin John B. Fornal
Logistics Manager - SPI
Date Signed : _____
mm / dd / yy
Noted by : _____
Date Signed : _____
mm / dd / yy
President's Signature : _____
Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 03/06/2025 Present Rate: Php700/day
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: 10/2/25
Human Resource Department

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

Date Received	Date Completed	Remarks Signature