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From: maricris.ariola@mindbridgeresources.ph
Sent: Saturday, 15 March 2025 4:08 pm
To: 'records@mindbridgeresources.ph'
Cc: 'Ma. Christina Co'
Subject: REGULARIZATION DANICO BABIANO IC RGC TERESA
Attachments: REGULARIZATION_DANICO BABIANO_IC_RGC TERESA.pdf

Hi Ilonah,

Kindly issue NOPA addressed to Mr. Danico Babiano for his regularization with 1,000/mos salary increase. Attached is his PERF for your reference.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, Rpm, DPO
HR- Employee And Labor Relation Officer
09998821548/ 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City





22 Floor 5th St 1201 (Indbridge Road) San Antonio, Paraguay
W 510 04 0314 1118

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: DANICO BARIANO Date of Rating: 01/10/2025 Date Hired: 04/17/2024
Position: INVENTORY CONTROLLER
Location: TIRUNA PLANT Department:
Rating Period: 10/17/24 - 01/10/25
Purpose of Rating: 3 MONTHS EXTENSION OF PROBATION

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in the allowable no. of less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of infraction against our safety/housekeeping rules	No record of accident but w/ 1 infraction against our safety/housekeeping rules	No record of accident but w/ 2 infractions against our safety/housekeeping rules	Had an accident or had more than 2 infractions against our safety/housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					77

Previous Challenges and Accomplishments:

Areas of Strength:

Areas of Weaknesses / Development:

Rated By: ALL. EYBON T. UYUAY
Printed Name & Signature

Date: 01/14/25
(mm/dd/yy)

Acknowledged By:

Employee Name: DANILLO BABIANO
Printed Name & Signature

Date: 03-15-24
(mm/dd/yy)

RECOMMENDATIONS:

Approved by: _____ Date Signed: _____ mm/dd/yy

Approved by: _____ Date Signed: _____ mm/dd/yy

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

EMPLOYEE DETAILS:

Date Hired: 04/17/24
mm/dd/yy

Present Rate: 14.00

Amount of Increase: _____

Date of Last Increase: _____ mm/dd/yy

Date Appointed to Present Position: _____

effective Jan. 14, 2025

New Rate: 17.00

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: RECOMMENDATION

Reviewed by: _____

Human Resource Department

Approved Recommended Rate: ADDITIONAL 1000

Approved Recommended Position: SAME

Effectivity Date: 01-14-2025
mm/dd/yy

PERCENTAGE	DESCRIPTION
90-100	Outstanding
75-89	Above Average
50-74	Average
49 and below	Below Average

Pending Rate