

July 9, 2024

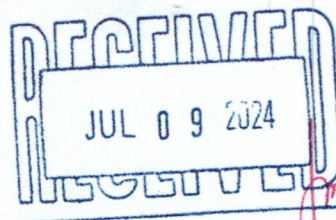
Sa Kinanukulan,

Ako po si David E. de Paz nagtrabaho sa -
Mindbridge at naka sign sa Regasco bilang isang
Messenger Utility sa kadahilanan ako po ay
magresigna sa trabaho dahil po malayo sa -
aming tirahan isang oras ang punta At
pawis sa bahay.

Sana po ay maunawanan ninyon ako
At maraming salamat sa pagtitiwalang
bini gay ninyon sa noong mga panahon
bago palang ako sa trabaho muli po
maraming salamat po sa lahat.

Lib
7/8/24

David E. de Paz
DAVID E. DE PAZ
Libos na Gumagaling



maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, May 23, 2024 3:31 PM
To: macristina.co@mindbridgeresources.ph
Cc: 'Krishia Garcia'; 'Orlando Campos'
Subject: Venizza Angelika Francisco Performance Assessment_Regularization
Attachments: Venizza Angelika Francisco_Payroll Assistant_Performance Assessment.pdf; Ma'am Krish Approval.png

Hi Tin,

Please prepare NOPA addressed to Ms. Venizza Angelika Francisco, Payroll Assistant for her regularization. Please take note on her salary adjustment as well.

Thank you and Keep Safe!

Regards,

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





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: DAVID DE PAZ Date of Rating: 4/16/2024 Date Hired: 1/10/2024
Position: MESSENGER
Location: RGC HEAD OFFICE Department: ADMIN
Rating Period: Feb to April 2024
Purpose of Rating: 3RD MONTH EVALUATION

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	6
	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.	6
	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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(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 t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	75

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New 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

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

Passing Rate



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: DAVID E. DE PAZ Date of Rating: Date Hired: 1/10/2024
Position: MESSENGER
Location: RGC HEAD OFFICE Department: ADMIN
Rating Period: APRIL 2024 TO MAY 2024
Purpose of Rating: 4th Month Assessment

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

Instruction: Please review notes on Guide to Performance appraisal before accomplishing						POINTS
FACTORS		RATING				
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.		4
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Hindi Sya sumusunod sa instruction yung gusto nya gawin yuna ang gagawin nya.					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.		20
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : Masipag naman sya pero kung ano lang ang gusto nya gawin					
3. INITIATIVE	Always	Usually	Sometimes	Rarely		7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : may kura naman sya gawin ang ibang task at nauutusan naman					
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 : Masipag naman sya pumasok pero minsan kalit may hang-over pumapasok sya					
5. COOPERATION	Always	Usually	Sometimes	Rarely		8
	cooperative	cooperative	cooperative	cooperative		
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
Remarks : ok sya kapag sa ibang task like paglalabuhin at nauutusan naman						
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no.or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.		9
		(1st Offense)	(2nd Offense)	(3rd Offense)		
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
Remarks :						
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2infractons against our safety/ housekeeping rules		9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
					TOTAL	65

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Kulang sa cooperation sa karamahan nya madami sila reklamo sa kanya.

Rated By

Printed Name & Signature

Date

5/28/2024
(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

5/31/2024
(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: _____
mm / dd / yy

Present Rate: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____

New 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

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

Passing Rate