



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : GERONIMO ERIC TABAN
Family Name, First Name M. I.

Date of Rating: September 11, 2025
mm / dd / yy

Location (Kindly check) : Head Office ☒ Plant

Rating Period : 6/9/2025 to: September, 2025
mm / dd / yy mm / dd / yy

Department: Operations
Plant: SPI CEBU
Position: MAINTENANCE

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.

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.	36
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
	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.	9
	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.	9
	Remarks :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n 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/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.	9
	Remarks :				
				TOTAL	90

Previous Challenges and Accomplishments:

Areas of Strengths:

RECEIVED
23 SEP 2025

Areas of Weaknesses / Development:

Rated By : Randy P. Colipano
Printed Name & Signature

Date : 09/16/2025
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : [Signature]
Printed Name & Signature

Date : _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by : JOHN KIMBERN MALALUAN
TERMINAL MANAGER Date Signed

9/16/25
mm / dd / yy

Approved by : _____ Date Signed

mm / dd / yy

President's Signature : _____ Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 06/9/2025 Present Rate: P 501.00
mm / dd / yy

Date Appointed
to Present Position: Maintenance

Amount of
Increase: _____
Date of Last
Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

[Signature]
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