



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **REVILLA EVELYN M**
Family Name First Name M. I.

Date of Rating: **Jan. 14, 2026**
mm / dd / yy

Location (Kindly check) :
Rating Period : **10/16/2025** to: **January 14, 2026**
mm / dd / yy mm / dd / yy

Department Operations
Plant: SPI CEBU

Purpose of Rating : (Kindly check)

Regular Rating ☐ Completion of Probationary / Qualification Period ☒ Promotion ☐ Others: ☐

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.	7
	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.	29
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	6
	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.	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/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 2infractions against our safety/ housekeeping rules 1 to 4 pts.	8
	Remarks :				
				TOTAL	76

Previous Challenges and Accomplishments:

- Tried to wait for instructions rather than identifying task independently.
- began taking on additional responsibilities & anticipating needs without prompting.

Areas of Strengths:

Continue developing efficiency when handling multiple tasks simultaneously.

RECEIVED
06 FEB 2026

Areas of Weaknesses / Development:

At time tends to wait for direction rather than anticipating task that need attention.

Rated By : KEN CHALU L. UBRADA
Printed Name & Signature

Employee : Evelyn M. Rillon
Printed Name & Signature

Date : 1/30/24
(mm / dd / yy)
of PER discussion with
Employee by Rater

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

COMPUTATIONS:

Approved by : JOHN KIMBLE MALAWAN Date Signed

mm / dd / yy

Approved by : _____ Date Signed

mm / dd / yy

President's Signature : _____ Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 10/16/2025 Present Rate: P 540.00
mm / dd / yy

Date Appointed
to Present Position: UTILITY

Amount of
Increase: _____

Date of Last
Increase: _____

mm / dd / yy

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

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

Date Received	Date Completed	Remarks Signature