

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Monday, 16 September 2024 12:10 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_R. Pamoceno, F. Banda and J. Noche_PA2 and IC
Attachments: REGULARIZATION_R. Pamoceno, F. Banda and J. Noche_PA2 and IC.pdf

Hi Tin,

Kindly draft and release NOPA addressed to the following for their regularization.

1. **Romel Pamoceno** – Additional 1000 effective Sep 01, 2024
2. **Francis Joshua Banda** – Additional 1000 effective Aug 31, 2024
3. **James Ryan Noche** – Additional 1000 effective Aug 28, 2024

Attached herewith their performance assessment 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





27-Flower Street 1032 F. Original in Road San Antonio, Pinar del Rio
619.06.6711x 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: FRANCIS JOSHUA BANDA Date of Rating: 08/19/2024 Date Hired: 01/04/2024
Position: INVENTORY CONTROLLER
Location: TERESA PLANT Department:
Rating Period: 03/04/24 - 08/19/24
Purpose of Rating: 6 MONTHS ASSESSMENT

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	8
	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/n the allowable no.or 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.	
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	8
	9 to 10 pts	8 pts	5 to 7 pts.	1 to 4 pts	
	Remarks :				
TOTAL				78	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By :

MC. FOSON T. UJUNDA
Printed Name & Signature

Date :

08/19/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

FRANCIS JOSHUA BANDA
Printed Name & Signature

Date :

09-04-2024
(mm / dd / yy)

RECOMMENDATIONS:

Approved by :

Date Signed

8/2/24
mm / dd / yy

Approved by :

Date Signed

mm / dd / yy

President's Signature :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

3/4/24
mm / dd / yy

Present Rate:

14,000

Amount of Increase:

1,000 8/8

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

15,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

REGULARIZATION

Reviewed by:

Human Resource Department

Approved Recommended Rate :

ADDITIONAL 1000

Approved Recommended Position :

SAME

Effectivity Date :

08-21-24
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

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	Remarks :				
TOTAL					78

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : MC. EDSON T. CULANDA
Printed Name & Signature
Date : 08/19/24
(mm / dd / yy)

Acknowledged By:
Employee Name : _____
Printed Name & Signature
Date : _____
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : 8.8 Date Signed 8/24/24
mm / dd / yy
Approved by : _____ Date Signed _____
mm / dd / yy
President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 3/4/24 Present Rate: 10,000
mm / dd / yy
Date Appointed to Present Position: _____

Amount of Increase: 1,000 8.8
Date of Last Increase: _____
mm / dd / yy
New Rate: 17,000

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