



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: CANLAS, GILBERT CABUBAO Date of Rating: August 01, 2025
Family Name: CANLAS First Name: GILBERT M. I.: CABUBAO
Location (Kindly check): ☐ Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period: From May 15, 2025 To: August 15, 2025 Location: North Hub, San Ildefonso
mm / dd / yy mm / dd / yy Position: CYLINDER REFILES
Purpose of Rating (Kindly check):
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others 2nd 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.	8
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
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
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
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
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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.	10
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 2 infractions against our safety/housekeeping rules. 1 to 4 pts.	10
TOTAL					90

Previous Challenges and Accomplishments:

Areas of Strengths:

HE HAS STRONG KNOWLEDGE OF HIS WORK, CONSISTENTLY DEMONSTRATING PRODUCTIVITY AND DEDICATION TO HIS DUTIES.
HE HAS MAINTAINED A PERFECT ATTENDANCE.
HE WILLINGLY READERS IT AND ROOT WHEN REQUIRED.

Areas of Weaknesses / Development:

HE MAY ALSO FOCUS ON IMPROVING EFFICIENCY AND TIME MANAGEMENT.

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	GILBERT HAS PERFORMED WELL DURING HIS FIRST THREE MONTHS. HE IS DEPENDABLE, DEDICATED, AND CONSISTENTLY SUPPORTS OPERATIONS. HE IS EXPECTED TO FURTHER STRENGTHEN HIS CONTRIBUTION TO THE TEAM.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

RECEIVED
18 OCT 2025

Rated By DANICO MATAGORDA ATIENZA Assistant Manager Date: 8-19-25	Acknowledged by CARLOS GILBERT CABUSAO CYLINDER REFILLER
Approved by RICRIC CREAG TERMINAL MANAGER Date Signed: <u>6/13/28</u> mm / dd / yy Noted by SARAH D. OCHOA MRC- HR Associate Date Signed: <u>08-01-25</u> mm / dd / yy	
EMPLOYEE DETAILS: Date Hired: <u>May 14, 2023</u> mm / dd / yy Date Appointed to Present Position: _____ Present Rate: 14,345.83 (MONTHLY) Amount of Increase: _____ Date of Last Increase: _____ mm / dd / yy New Rate: _____	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT Nature of Recommendation : _____ Approved Recommended Rate : _____ Approved Recommended Position : _____ Effectivity Date : _____ mm / dd / yy Reviewed by: Human Resource Department	

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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