



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : CANLAS, GILBERT CABUSAO Date of Rating: August 01, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period : From August 12, 2025 To : November 10, 2025 Location: North Hub, San Simon
mm / dd / yy mm / dd / yy Position: CYLINDER REFILLER
Purpose of Rating : (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 4th 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
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.	9
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					92

Previous Challenges and Accomplishments:

Areas of Strengths:

He demonstrates perfect attendance and reliable punctuality.
Willingly renders RDOT when operational needs require additional manpower.

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	<i>He has strong work ethic, dependable attendance, and willingness to support operations.</i>
75-89	Above Average	
50-74	Average	
49 below	Below Average	

RECEIVED

17 JAN 2026

Rated By :  DANICO MATALOG/JED ATIENZA Assistant Manager Date: <u>1-5-26</u>	Acknowledged by:  CANLAS, GILBERT CABUSAO CYLINDER REFILLER									
 RICRIC CREAG TERMINAL MANAGER										
Approved by : _____ Noted by : _____	Date Signed <u>1-5-26</u> mm / dd / yy Date Signed <u>8/1/25</u> mm / dd / yy									
EMPLOYEE DETAILS: <table style="width: 100%;"> <tr> <td style="width: 33%;">Date Hired: <u>May 14, 2025</u> mm / dd / yy</td> <td style="width: 33%;">Present Rate: 14,867.50 (MONTHLY)</td> <td style="width: 33%;">Amount of Increase: _____</td> </tr> <tr> <td>Date Appointed to Present Position: _____</td> <td></td> <td>Date of Last Increase: _____ mm / dd / yy</td> </tr> <tr> <td></td> <td></td> <td>New Rate: _____</td> </tr> </table>		Date Hired: <u>May 14, 2025</u> mm / dd / yy	Present Rate: 14,867.50 (MONTHLY)	Amount of Increase: _____	Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy			New Rate: _____
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		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