

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, 31 October 2024 7:31 pm
To: 'Ma. Christina Co'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: REGULARIZATION_HALLIAH GWNETH ESCOSIO_PA1
Attachments: REGULARIZATION_HALLIAH GWNETH ESCOSIO_PA1.pdf

Hi Tin,

Please issue NOPA addressed to **MS. HALLIAH ESCOSIO** for her regularization effective **October 19, 2024** with Salary Increase of 2000/mos.
Attached is her 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





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: HALLIAH GYWNETH C. ESCOSIO Date of Rating: 10/10/24 Date Hired: 04/22/24
Position: PLANT ACCOUNTANT I
Location: SMC SAN SIMON Department: Accounting
Rating Period: 6th month Regularization
Purpose of Rating:

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK	Remarks:				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.	35
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 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
7. SAFETY AND / OR HOUSEKEEPING	No record of t/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
TOTAL					98

Previous Challenges and Accomplishments:

Areas of Strengths:

Dedicated to her job, cooperative and has good time management

Areas of Weaknesses / Development:

Absenteeism and Tardiness

Rated By


Michelle Panmiao
Printed Name & Signature

Date

10/14/24
(mm / dd / yy)

Acknowledged By:

Employee Name


Hallia Gwyneth Esusio
Printed Name & Signature

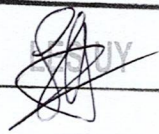
Date

10/18/24
(mm / dd / yy)

RECOMMENDATIONS:

Approved by

:



Date Signed

10/18/24

mm / dd / yy

Approved by

:

Date Signed

mm / dd / yy

President's Signature

:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired:

04/22/24
mm / dd / yy

Present Rate: 15,500

Amount of Increase:

2,000

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

OCT. 19, 2024

New Rate: 17,500

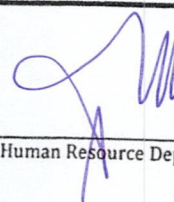
 10/16/24

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: RECOMMENDATION

Reviewed by:



10/31/24

Approved Recommended Rate

: ADDITIONAL 2000

Human Resource Department

Approved Recommended Position

: SAME

Effectivity Date

: OCT 19, 2024
mm / dd / yy

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

Passing Rate