



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : HONEY MAY BATALLA Date of Rating: JANUARY 10, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant : Department: HR DEPARTMENT
Rating Period : From September 30, 2024 To : December 30, 2024 Location: RGC GERONA
mm / dd / yy mm / dd / yy Position: HR ASSOCIATE
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.	8
Remarks: Already knows the process and procedures on facet.					
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.	30
Remarks: Able to cope up to the assigned/given task					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
Remarks: Knows her deadlines and priorities					
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
Remarks: shows commitment and willingness to the task assigned					
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: Can engage on effective communication					
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: No records of tardiness					
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	9
Remarks: No records of any safety violations					
TOTAL				83	

Previous Challenges and Accomplishments:

Finishing the and closing all the pending cases left by the previous HR.

Areas of Strengths:

She can meet deadlines and easy to cope up in the assigned task.

Areas of Weaknesses / Development:

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

Rated By :

JOHN YURIE QUINTO
ROVING HR ASSOCIATE-NORTH

Date: 1/10/25

Acknowledged by:

HONEY MAY BATALLA
HR ASSOCIATE- GERONA

Date: 01/14/2025

Approved by :

Date Signed

mm / dd / yy

Noted by :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: September 30, 2024 Present Rate:

mm / dd / yy

Date Appointed

to Present Position:

Amount of

Increase:

Date of Last

Inceased:

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