

**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





22 "Flower Street 301 E. Chicago St. Room 200 San Antonio, Texas 78205  
 TEL: 210.461.1000 FAX: 210.461.1001

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JAMES RYAN NOCHT Date of Rating: AUGUST 19, 2021 Date Hired: 6 MONTHS  
 Position: INVENTORY CONTROLLER  
 Location: CALACA TEAM Department:  
 Rating Period: 6 MONTHS  
 Purpose of Rating:

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.            | Has required knowledge of own & related work.                                   | Has required knowledge of own work only.                                        | Needs additional instruction and guidance.                                           | 7      |
|                                 | 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.                                                               | 35     |
|                                 | 36 to 40 pts.                                                   | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                         |        |
|                                 | Remarks:                                                        |                                                                                 |                                                                                 |                                                                                      |        |
| 3. INITIATIVE                   | Always                                                          | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | 7      |
|                                 | 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.                                                    | 5      |
|                                 | 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.                                                              | 9      |
|                                 |                                                                 | (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 2 infractons against our safety/ housekeeping rules | 9      |
|                                 | 9 to 10 pts                                                     | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |        |
|                                 | Remarks:                                                        |                                                                                 |                                                                                 |                                                                                      |        |
|                                 |                                                                 |                                                                                 |                                                                                 | TOTAL                                                                                | 80     |

09.01.24

Previous Challenges and Accomplishments:

Areas of Strengths:

Marketing Subin re. mpa instruction of its ay nagpapalagan ka agat.

Areas of Weaknesses / Development:

Rated By: J. Val.  
Printed Name & Signature  
Date: 08/19/24  
(mm / dd / yy)

Acknowledged By: James Ryan M. Noche  
Employee Name: JAMES RYAN M. NOCHE  
Printed Name & Signature  
Date: \_\_\_\_\_  
(mm / dd / yy)

RECOMMENDATIONS:

For Retain as is

Approved by: S. J. Date Signed: 8/28/24  
mm / dd / yy  
Approved by: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
mm / dd / yy  
President's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 8/1/24 Present Rate: 10,000  
mm / dd / yy

Amount of Increase: 1,000 8/8

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

New Rate: 10,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: REGULARIZATION

Reviewed by: J. Val.

Approved Recommended Rate: ADDITIONAL 1000

Human Resource Department

Approved Recommended Position: SAME

Effectivity Date: 08-28-24  
mm / dd / yy

| PER RATING | DESCRIPTION   |
|------------|---------------|
| 90-100     | Outstanding   |
| 75-89      | Above Average |
| 50-74      | Average       |
| 25-49      | Below Average |

Passing Rate



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

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JAMES RYAN NOCHE

Date of Rating: AUGUST 19, 2024 Date Hired: 6 MONTHS

Position: INVENTORY CONTROLLER

Location: CALACA PLANT

Department:

Rating Period: 6 MONTHS

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.                            | Has required knowledge of own & related work.                                             | Has required knowledge of own work only.                                                       | Needs additional instruction and guidance.                                                          |        |
| 1. KNOWLEDGE OF WORK            | 9 to 10 pts.                                                                    | 7 to 8 pts.                                                                               | 5 to 6 pts.                                                                                    | 1 to 4 pts.                                                                                         | 7      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 2. PRODUCTIVITY                 | Usually exceeds standards.<br>36 to 40 pts.                                     | Meets standards.<br>30 to 35 pts.                                                         | Seldom meets standards.<br>20 to 29 pts.                                                       | Never meets standards.<br>1 to 19 pts.                                                              | 35     |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 3. INITIATIVE                   | Always<br>9 to 10 pts.                                                          | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 7      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 4. DEDICATION TO DUTY           | Always dedicated to duty.<br>9 to 10 pts.                                       | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 5      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 5. COOPERATION                  | Always cooperative<br>9 to 10 pts.                                              | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 8      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 6. ATTENDANCE & PUNCTUALITY:    | Tardiness w/n the allowable no. or less.<br>9 to 10 pts.                        | With written warning/s<br>(1st Offense)<br>7 to 8 pts.                                    | With one (1) day suspension<br>(2nd Offense)<br>5 to 6 pts.                                    | With 3 days suspension.<br>(3rd Offense)<br>1 to 4 pts.                                             | 9      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| 7. SAFETY AND / OR HOUSEKEEPING | No record of t/infracton against our safety/ housekeeping rules<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 9      |
| Remarks :                       |                                                                                 |                                                                                           |                                                                                                |                                                                                                     |        |
| TOTAL                           |                                                                                 |                                                                                           |                                                                                                |                                                                                                     | 80     |

09.01.24

Previous Challenges and Accomplishments:

Areas of Strengths:

Making Subin ng mga instruction at ito ay nagagumpasan ka agad.

Areas of Weaknesses / Development:

Rated By : JAYSON UMALI  
Printed Name & Signature

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

Acknowledged By:

Employee Name : \_\_\_\_\_  
Printed Name & Signature

Date : \_\_\_\_\_  
(mm / dd / yy)

RECOMMENDATIONS:

For Retain as IC

Approved by : Sif Date Signed

8/21/24  
mm / dd / yy

Approved by : \_\_\_\_\_ Date Signed

mm / dd / yy

President's Signature : \_\_\_\_\_ Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 8/1/24  
mm / dd / yy

Present Rate: 16,000

Amount of Increase: 1,000

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

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       |
| 40 & below | Below Average |

Passing Rate