

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Monday, 17 February 2025 10:15 am
To: 'Ma. Christina Co'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_J. MUYON, JM PARAGAS, AND J. SASAN
Attachments: REGULARIZATION_J. MUYON, JM PARAGAS, AND J. SASAN.pdf

Hi Tin,

Please issue NOPA addressed to **Mr. MUYON, MR. PARAGAS AND MR. SASAN** for their regularization effective **on their regularization date** with salary increase of 1,000 each monthly.

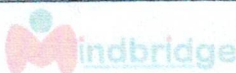
Attached Is their performance assessment for your reference.

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





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

ENDORSED

17 FEB 2025

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Jaymarin Sasan

Date of Rating: 2/4/25

Date Hired: 4/4/24

Position: IC

Location: Mandaul

Department:

Rating Period:

Purpose of Rating: Regularization

Instruction: 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: N/A				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: sometimes delay pass report esp. stock monitoring late print.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: N/A				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	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	7
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: cooperative in terms of reports.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	7
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: N/A				
TOTAL					75

JAY MARTIN G. SASAN

PA Result discussion by:

SOPHIA P. BAUTISTA
HR HEAD VISAYAS

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: MORILE / BY
Printed Name & Signature

Date: 2/4/25
(mm / dd / yy)

Acknowledged By:

Employee Name: SOPHIA P. BAUTISTA
Printed Name & Signature

Date: 02-14-25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : _____ Date Signed _____
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 06/01/24
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 : RECOMMENDATION

Reviewed by:

Approved Recommended Rate : 16010000 1000

Human Resource Department

Approved Recommended Position : SAME

Effectivity Date : DEC 14, 2024
mm / dd / yy

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

Passing Rate

Result discussed by:

SOPHIA P. BAUTISTA
HR HEAD VISAYAS