

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Monday, 4 November 2024 11:10 am
To: 'Ma. Christina Co'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_JED CHRISTIAN P. MARET_FIELD MONITORING_RGC HO
Attachments: REGULARIZATION_JED CHRISTIAN P. MARET_FIELD MONITORING_RGC HO.pdf

Hi Tin,

Please issue NOPA addressed to **MR. JED CHRISTIAN MARET** for his regularization effective **November 18, 2024** WITHOUT salary Increase as per Ms. Marivic Uy.
Attached is his 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: JED CHRISTIAN P. MARET **Date of Rating:** **Date Hired:** May 22, 2024
Position: FIELD MONITORING ASSISTANT
Location: REGASCO H.O **Department:** CSR
Rating Period: August 2024 to October 2024
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.	6
	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.	30
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	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 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 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	79

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

needs to improve his report

Rated By : marivel jay
Printed Name & Signature

Date : 10/15/24
(mm / dd / yy)

Acknowledged By:

Employee Name : Jed Christian Naret
Printed Name & Signature

Date : 11/04/2024
(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: _____ Present Rate: _____
mm / dd / yy

Date Appointed to Present Position: _____

Amount of Increase: _____

Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : REGULARIZATION

Reviewed by:

Approved Recommended Rate : SAME

Approved Recommended Position : SAME

Effectivity Date : 11/14/24
mm / dd / yy

g m 11/4/24
Human Resource Department

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

Passing Rate