



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee : TOLENTINO, JENALYN CANO Date of Rating: July 16, 2025
Family Name, First Name M. I.
Location (Kindly check) : ☐ Head Office ☒ Plant SPI
Rating Period : From May 06, 2025 To : August 03, 2025
mm / dd / yy mm / dd / yy
Department: LOGISTICS
Location: North Hub, Baguio
Position: CASH CUSTODIAN
Purpose of Rating : (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 3RD MONTH EVALUATION

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 : Consistent in doing the right thing in all aspects pertaining to her job -HR Sarah					
2. PRODUCTIVITY:	Usually exceeds standards. 38 to 40 pts.	Meets standards. 30 to 35 pts.	Seldom meets standards. 20 to 29 pts.	Never meets standards. 1 to 19 pts.	35
Remarks : Completing any tasks that have been designated to her. -HR Sarah					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
Remarks : She has great initiative when it comes to getting this done -HR Sarah					
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 : She is hard working but more importantly she is passionate about her work and to the employees of SPI -HR Sarah					
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 : Very cooperative to her co-worker and to employees of SPI -HR Sarah					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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.	8
Remarks : Present for her entire shift. Has filed absences -HR Sarah					
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 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	10
Remarks : No record of accident/infracton against our safety/housekeeping rules -HR Sarah					
TOTAL					88

Previous Challenges and Accomplishments:

Good Job & keep up the good work and attitude.

Areas of Strengths:

Reliable and good team player

Areas of Weaknesses / Development:

RECEIVED

23 SEP 2025

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

Good Job! Keep up the good work! Congratulations!

Rated By:

 Sarah D. Ochoa
 MRC- HR Associate
 Date:

Acknowledged by:


 TOLENTINO, JENALYN CANO
 CASH CUSTODIAN
 Date: 08-24-25

Approved by:

Ms. Maricris Arlola

Date Signed

OIC/ HR and Admin Head - MRC

mm / dd / yy

Noted by:

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: May 01, 2025
 mm / dd / yy

Present Rate: 14,500.00

Amount of
Increase:

Date of Last
Increase:

mm / dd / yy

Date Appointed
to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Reviewed by:

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
 mm / dd / yy


 Human Resource Department

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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