



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **TOLENTINO, JENALYN CANO** Date of Rating: **July 15, 2025**
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant **SPI** Department: **LOGISTICS**
Rating Period : From **May 05, 2025** To : **August 03, 2025** Location: **North Hub, San Simon**
mm / dd / yy mm / dd / yy Position: **ADMIN 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.	9
Remarks : Consistent in doing the right thing in all aspects pertaining to her job -HR Sarah					
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.	37
Remarks : Completing any tasks that have been desinated 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/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.	8
Remarks : Present for her entired 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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	10
Remarks : No record of accident/infracton against our safety/housekeeping rules -HR Sarah					
TOTAL					91

Previous Challenges and Accomplishments:

Good Job & keep up the good work and attitude.

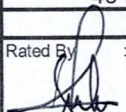
Areas of Strengths:

Reliable and good team player

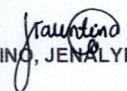
Areas of Weaknesses / Development:

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02 DEC 2025

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	Good Job! Keep up the good work! Congratulations!
75-89	Above Average	
50-74	Average	
49 below	Below Average	

Rated By :

Sarah D. Ochoa
MRC- HR Associate
Date:

Acknowledged by:


TOLENTINO, JENALYN CANO

Date: 10-30-26

Approved by :

Ms. Maricris Ariola

Date Signed

OIC/ HR and Admin Head - MRC

mm / dd / yy

Noted by :

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: May 02, 2025
mm / dd / yy

Present Rate: 14,500.00

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 : _____

Reviewed by:

Approved Recommended Rate : _____


Human Resource Department

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

P2

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

Date Received	Date Completed	Remarks Signature