



MINDBRIDGE RESOURCES CORPORATION

22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City

MRCHO-2024-150

NOTICE OF PERSONNEL ACTION

NAME: **PATOMBON, JERICK M.**

DATE EMPLOYED: **21-Dec-2024** ?

Personnel Action:

☐	Salary Change
☐	Merit Increase
☐	Regularization
☐	Promotion

☐	Lateral Transfer
☐	Reclassification
☐	Change of Designation
☐	Temporary Transfer

☐	Retirement
☐	Termination
☐	No Increase
☒	Extension of Probation

Amount of Last Increase

N/A

Performance Rating

N/A

Percent Increase

N/A

Amount of Increase

N/A

Adjustment Details:

	PRESENT	RECOMMENDED
POSITION	INVENTORY CONTROLLER	SAME
AFFILIATES/BRANCH	RGC URDANETA	SAME
Compensation:		
Basic Pay	16,000.00	16,000.00
Load Allowance	350.00	350.00
TOTAL	16,350.00	16,350.00

Date Prepared: **November 6, 2024**

Effective Date: **December 21, 2024**

Prepared by: *Ma. Christina Co*
Senior HR Associate

Remarks: Extension of Probationary Contract for 2 months
Additional 60 calendar days starting December 21, 2024 until **February 19, 2025**

Approved by: *Anson Ponce*
REGASCO - Head of Internal Audit

Remarks:

Noted by: *Krishla Marie Garcia*
HR Operations Manager

Remarks:

Received by: *Patombon*
PATOMBON, JERICK M.
Printed Name and Signature

Remarks:

Distribution: Original Copy - 201 File

Duplicate Copy: Employee



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October 31, 2024

Good day Ma'am/Sir,

Ako po si Jerick M. Patombon Inventory Controller ng Urdaneta Plant. Ako po ay humihingi ng probationary extension, mula **noong** ako po ay na-hire masasabi ko po talaga na ako po ay hindi po ganun karunong pero **po-ay** akin po itong pinagsikapang mapag aralan lahat at maging productive/effective sa aking **trabaho**, ako po ay nakikinig sa lahat ng tinuturo ng aking head at akin po itong pinagbubutihan.

Ako po ay nagrerequest po ngayon na eextend **pa** po ang aking probationary period at nangangako pong pag-iigihan ko pa po ang **aking** trabaho at gagawin ko po ang aking makakaya para mas lalo po akong mag **improve**. Makaka-asa po kayo sa akin na mas gagalingan ko pa po.

Maraming salamat po.



JERICK M. PATOMBON

INVENTORY CONTROLLER



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638 06 60106 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **JERICK PATON BEN**

Date of Rating: **10/11/24**

Date Hired: **6/24/24**

Position: **IC**

Location: **URDANOTA**

Department: **AUDIT / INVENTORY**

Rating Period:

Purpose of Rating: **4TH MONTH ASSESSMENT**

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: HE KNOWS BUT NEED IMPROVEMENT BCP IN ACTUAL				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	33
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: FOCUS ONLY IN INSTRUCTION & NOT EXCEED				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	6
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: INITIATIVE BUT SOMETIME NOT YET UNDERSTAND INSTRUCTION				
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: NOT FULLY FOCUS ON DUTY, SOMETIMES NEED IN TERM OF CHECKING TO FOLLOW UP				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	5
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: SOMETIMES NOT COOPERATIVE & NOT FOLLOW INSTRUCTION				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks: W/ IR regarding tardiness					
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: N/A				
TOTAL					73

Previous Challenges and Accomplishments:

N/A

Areas of Strengths:

N/A

Areas of Weaknesses / Development:

- NEED DEVELOPMENT IN TERMS OF DECISION MAKING (DEPEND ON YOUR OWN & THINKS OUT OF BOX) POSITION / SUGGESTIONABLE.
- NEED TO FOLLOW UP WITH FINDINGS OR ISSUING IR.
- NOT 100% CHECK CDR / CAP AS PART OF RATES

Rated By

Printed Name & Signature

Date

10/31/24

(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(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:

mm / dd / yy

Present Rate:

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

Human Resource Department

Approved Recommended Position

Effectivity Date

mm / dd / yy

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

Passing Rate