

MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Date hired: Nov 20, 2024

NAME: BALDIAS, JESSE GARCIA
POSITION: REAL TIME GPS TRACKER
EMPLOYEE NUMBER: 2024

Name of Employee: Baldias, Jesse Garcia Date of Rating: mm/dd/yy
 Location (Kindly check): SPI Calaca Plant Department: Logistics
 Rating Period: From 22/11/2024 To 02/22/25 Plant: SPI Calaca
 Purpose of Rating: Regular Rating (Kindly check) 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
2. PRODUCTIVITY:	Usually exceeds standards. 35 to 40 pts	Meets standards. 30 to 35 pts	Seldom meets standards. 20 to 29 pts	Never meets standards. 1 to 19 pts	31
3. INITIATIVE:	Always. 9 to 10 pts	Usually. 7 to 8 pts	Sometimes. 5 to 6 pts	Rarely. 1 to 4 pts	8
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	8
5. COOPERATION:	Always cooperative. 9 to 10 pts	Usually cooperative. 8 pts	Sometimes cooperative. 5 to 7 pts	Rarely cooperative. 1 to 4 pts	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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	9
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts	No record of accident but w/ 1 infraction against our safety/ housekeeping rules. 8 pts	No record of accident but w/ 2 infraction against our safety/ housekeeping rules. 5 to 7 pts	Had an accident or had more than 2 infractions against our safety/ housekeeping rules. 1 to 4 pts	9
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

- Good communication & teamwork with the team

ms s/s/mo

Noted By

Jesus C. Fornal
Printed Name & Signature

Employee

JESSE G. BALDWIN
Printed Name & Signature

Date

2 26 11
(mm / dd / yy)

of PER discussion with
Employee by Rater

Date

03/17/25
(mm / dd / yy)

of PER submitted by Rates

COMPUTATIONS

Approved by

Mr. Alvin Jhon B. Fornal
Logistics Manager - SPI

Date Signed

mm / dd / yy

Noted by

Ma. Christina G. Co
OIC/Assistant HR Head

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired 11/22/2024 Present Rate: 14,000/Monthly
mm / dd / yy

Date Appointed

to Present Position n/a

Amount of

Increase

Date of Last

Increase

mm / dd / yy

New Rate

Same 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

Date

Received

Date

Completed

Remarks

Signature



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Baldrias, Jester Garcia

Family Name,

First Name

M. I.

Date of Rating: _____
mm / dd / yy

Location (Kindly check): SPI Calaca Plant

Rating Period : From 22/11/2024 To: 02/22/25
mm / dd / yy mm / dd / yy

Department Logistics

Plant: SPI-Calaca

Position: Real Time GPS Tracker

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
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.	31
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
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.	8
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
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.	9
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.	9
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

- Good communication & team work with the team

Areas of Weaknesses / Development:

Rated By : Jesus O. Marcial
Printed Name & Signature

Date : 2-26-16
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : _____
Printed Name & Signature

Date : _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by : [Signature] Date Signed _____
Mr. Alvin Jhon B. Fornal
Logistics Manager - SPI
mm / dd / yy

Noted by : [Signature] Date Signed _____
Ma. Christina G. Co
OIC/Assistant HR Head
mm / dd / yy

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

EMPLOYEE DETAILS:

Date Hired: 11/22/2024 Present Rate: 14,000/Monthly
mm / dd / yy

Date Appointed
to Present Position: n/a

Amount of
Increase: _____
Date of Last
Increase: _____
mm / dd / yy

New Rate: Same 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