



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **MARAMARA** **JOB FAITH** **M.**
Family Name, First Name M. I.

Location (Kindly check) : ☐ Head Office ☒ Plant

Rating Period : 4/30/2025 to July 2025
mm / dd / yy mm / dd / yy

Date of Rating: July 16, 2025

mm / dd / yy

Department: Operations

Plant: SPI CEBU

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.

Remarks :

6

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.

Remarks :

33

3. INITIATIVE:

Always 9 to 10 pts.

Usually 7 to 8 pts.

Sometimes 5 to 6 pts.

Rarely 1 to 4 pts.

Remarks :

7

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.

Remarks :

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.

Remarks :

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.

Remarks :

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.

Remarks : SOMETIMES NOT FOLLOW FOR PROPER WEARING PPE and NEED MENTION OF THE HOUSEKEEPING IN REFILLING PLATFORM AREA.

8

TOTAL

79

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

- SOMETIMES NOT FOLLOW INSTRUCTION BY REFILLING SUPERVISED
- IMPROVE THOROUGHNESS DURING PERIL CHAIRMAN.

Rated By : KANDY P. COUPANO
Printed Name & Signature

Date : 07-16-2015
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : MARAMARA JOHNS FAITH M.
Printed Name & Signature

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

COMPUTATIONS:

79

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: 04/06/15 Present Rate: 501
mm / dd / yy

Date Appointed
to Present Position: Cylinder Refiller

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

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

Reviewed by:

[Signature] 8/15/15
Human Resource Department

P2

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

Date Received	Date Completed	Remarks Signature