

maricris.ariola@mindbridgeresources.ph

---

**From:** maricris.ariola@mindbridgeresources.ph  
**Sent:** Monday, 17 February 2025 10:15 am  
**To:** 'Ma. Christina Co'  
**Cc:** 'Krishia Garcia'  
**Subject:** REGULARIZATION\_J. MUYON, JM PARAGAS, AND J. SASAN  
**Attachments:** REGULARIZATION\_J. MUYON, JM PARAGAS, AND J. SASAN.pdf

Hi Tin,

Please issue NOPA addressed to **Mr. MUYON, MR. PARAGAS AND MR. SASAN** for their regularization effective **on their regularization date** with salary increase of 1,000 each monthly.

Attached Is their performance assessment for your reference.

**Thank you and Keep Safe!**

**Regards,**

**Maricris (Cris) Ariola, Rpm, DPO**  
HR- Employee And Labor Relation Officer  
09998821548/ 638-0660 loc. 107  
22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City



**PERFORMANCE EVALUATION REPORT FORM**

Name of Employee: **JOHN MARK PARAGAS**

Date of Rating: **2/4/25**

Date Hired: **7/24/24**

Position: **IC**

Location: **URDANETA**

Department: **AMC IT**

Rating Period: **1/2/25**

Purpose of Rating: **regularization**

Instruction: Please review notes on Guide to performance appraisal before accomplishing this form.

| FACTORS                                 | RATING                                                                 |                                                                                 |                                                                                 |                                                                                      | POINTS    |
|-----------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------|
| <b>1. KNOWLEDGE OF WORK</b>             | 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.                                           | <b>8</b>  |
|                                         | 9 to 10 pts.                                                           | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |           |
|                                         | Remarks: N/A                                                           |                                                                                 |                                                                                 |                                                                                      |           |
| <b>2. PRODUCTIVITY</b>                  | Usually exceeds standards.                                             | Meets standards.                                                                | Seldom meets standards.                                                         | Never meets standards.                                                               | <b>33</b> |
|                                         | 36 to 40 pts.                                                          | 30 to 35 pts.                                                                   | 20 to 29 pts.                                                                   | 1 to 19 pts.                                                                         |           |
|                                         | Remarks: sometimes delay pass report esp. stock monitoring late print. |                                                                                 |                                                                                 |                                                                                      |           |
| <b>3. INITIATIVE</b>                    | Always                                                                 | Usually                                                                         | Sometimes                                                                       | Rarely                                                                               | <b>7</b>  |
|                                         | 9 to 10 pts.                                                           | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |           |
|                                         | Remarks: N/A                                                           |                                                                                 |                                                                                 |                                                                                      |           |
| <b>4. DEDICATION TO DUTY</b>            | Always dedicated to duty.                                              | Usually dedicated to duty.                                                      | Sometimes dedicated to duty.                                                    | Rarely responds to company needs.                                                    | <b>9</b>  |
|                                         | 9 to 10 pts.                                                           | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |           |
|                                         | Remarks:                                                               |                                                                                 |                                                                                 |                                                                                      |           |
| <b>5. COOPERATION</b>                   | Always cooperative                                                     | Usually cooperative                                                             | Sometimes cooperative                                                           | Rarely cooperative                                                                   | <b>7</b>  |
|                                         | 9 to 10 pts.                                                           | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |           |
|                                         | Remarks: cooperative in terms of reports.                              |                                                                                 |                                                                                 |                                                                                      |           |
| <b>6. ATTENDANCE &amp; PUNCTUALITY:</b> | Tardiness w/n the allowable no. or less.                               | With written warning/s                                                          | With one (1) day suspension                                                     | With 3 days suspension.                                                              | <b>7</b>  |
|                                         |                                                                        | (1st Offense)                                                                   | (2nd Offense)                                                                   | (3rd Offense)                                                                        |           |
|                                         | 9 to 10 pts.                                                           | 7 to 8 pts.                                                                     | 5 to 6 pts.                                                                     | 1 to 4 pts.                                                                          |           |
| <b>7. SAFETY AND / OR HOUSEKEEPING</b>  | 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 | <b>9</b>  |
|                                         | 9 to 10 pts.                                                           | 8 pts.                                                                          | 5 to 7 pts.                                                                     | 1 to 4 pts.                                                                          |           |
|                                         | Remarks: N/A                                                           |                                                                                 |                                                                                 |                                                                                      |           |
| <b>TOTAL</b>                            |                                                                        |                                                                                 |                                                                                 |                                                                                      | <b>80</b> |

✓ **JOHN MARK PARAGAS**  
2-15-25

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By: MAE J. P. 87  
Printed Name & Signature  
Date: \_\_\_\_\_  
( mm / dd / yy )

Acknowledged By:

✓  
Employee Name : JOHN MARK PAEGAS  
Printed Name & Signature  
Date : 02/15/25  
( 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: 07/24/24  
mm / dd / yy

Present Rate: 16,000

Amount of Increase: 1,000

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

New Rate: 17,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : REGULARIZATION

Reviewed by:

Approved Recommended Rate : ADDITIONAL 1,000

Approved Recommended Position : SAME

2/17/25  
Human Resource Department

Effectivity Date : JAN 20, 2025  
mm / dd / yy

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

Passing Rate