



# MINDBRIDGE RESOURCES CORPORATION

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Gatdula, John Rhex D.  
Family Name, First Name M. I.

Location (Kindly check): SMC Calaca Plant

Rating Period : From 01/30/2025 To 04/30/2025  
mm / dd / yy mm / dd / yy

Date of Rating: \_\_\_\_\_  
mm / dd / yy  
Department Standard Motor Corp.  
Plant: SMC-Calaca  
Position: Helper Mechanic

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.<br>9 to 10 pts.                    | Has required knowledge of own & related work.<br>7 to 8 pts.                              | Has required knowledge of own work only.<br>5 to 6 pts.                                        | Needs additional instruction and guidance.<br>1 to 4 pts.                                           | 8      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 2. PRODUCTIVITY:                 | Usually exceeds standards.<br>36 to 40 pts.                                             | Meets standards.<br>30 to 35 pts.                                                         | Seldom meets standards.<br>20 to 29 pts.                                                       | Never meets standards.<br>1 to 19 pts.                                                              | 35     |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 3. INITIATIVE:                   | Always<br>9 to 10 pts.                                                                  | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 8      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 4. DEDICATION TO DUTY:           | Always dedicated to duty.<br>9 to 10 pts.                                               | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs.<br>1 to 4 pts.                                                    | 8      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 5. COOPERATION:                  | Always cooperative<br>9 to 10 pts.                                                      | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 8      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 6. ATTENDANCE & PUNCTUALITY:     | Tardiness w/n the allowable no. or less.<br>9 to 10 pts.                                | With written warning/s (1st Offense)<br>7 to 8 pts.                                       | With one (1) day suspension (2nd Offense)<br>5 to 6 pts.                                       | With 3 days suspension. (3rd Offense)<br>1 to 4 pts.                                                | 7      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| 7. SAFETY AND / OR HOUSEKEEPING: | No record of accident/infracton against our safety/ housekeeping rules.<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 8      |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                     |        |
| TOTAL                            |                                                                                         |                                                                                           |                                                                                                |                                                                                                     | 82     |

Previous Challenges and Accomplishments:

Areas of Strengths:

RECEIVED

04 SEP 2025

Rated By : Jaime Marton  
Printed Name & Signature

Date : 04-12-25  
( mm / dd / yy )  
of PER discussion with  
Employee by Rater

Employee : JOHN BUCAYO D. GATOULA  
Printed Name & Signature

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

COMPUTATIONS:

Approved by : \_\_\_\_\_ Date Signed : \_\_\_\_\_  
Mr. Miguelito P. Bernal Jr.  
General Manager - SMC  
Noted by : Ma. Christina G. Co Date Signed : \_\_\_\_\_  
OIC/Assistant HR Head  
President's Signature : \_\_\_\_\_ Date Signed : \_\_\_\_\_  
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/30/25 Present Rate: P540.00/day  
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: [Signature]  
Approved Recommended Rate : \_\_\_\_\_ Human Resource Department  
Approved Recommended Position : \_\_\_\_\_  
Effectivity Date : \_\_\_\_\_  
mm / dd / yy

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

| Date Received | Date Completed | Remarks Signature |
|---------------|----------------|-------------------|
|               |                |                   |
|               |                |                   |
|               |                |                   |