

Resigned



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee :

BAJILUDAD, JOHN VRIANT GUARIN

Date of Rating: May 15, 2025

Location (Kindly check) : ☐ Head Office ☒ Plant SPI

Family Name, First Name

M. I.

mm / dd / yy

Rating Period

From March 04, 2025

To June 03, 2025

Department: OPERATIONS

Location: North Hub, San Simon

Purpose of Rating : (Kindly check)

Regular Rating ☒Completion of Probationary / Qualification Period ☐Promotion ☐Other 3rd MONTH EVALUATION ☐

Position:

CYLINDER
REFILLER

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.	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.	25
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	6
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.	5
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	5
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.	7
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.	6
TOTAL					60

Previous Challenges and Accomplishments:

Areas of Strengths:

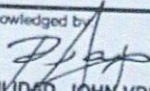
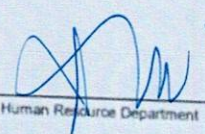
DISPLAYS BASIC KNOWLEDGE OF CYLINDER HANDLING AND REFILLING PROCEDURES.

Areas of Weaknesses / Development:

NEEDS TO IMPROVE HIS WORK ETHICS.

PUNCTUALITY, TEAMWORK, AND COMMUNICATION TO HIS SUPERIORS REQUIRE CONSISTENT DEVELOPMENT.

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	NEEDS TO ADDRESS HIS DEFICIENCIES TOWARDS WORK. HE ACCUMULATED MULTIPLE IRs DUE TO PUNCTUALITY.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

Rated By  DANICO MATALOG/JED ATIENZA Assistant Manager Date: _____  BAJILIDAD, JOHN VRIANT GUARIN CYLINDER REFILLER Acknowledged by: _____		
 RICRIL OREAG TERMINAL MANAGER Date Signed <u>5-23-25</u> mm / dd / yy		
 SARAH D. TOCHOA MRC- HR Associate Date Signed <u>5-23-25</u> mm / dd / yy		
EMPLOYEE DETAILS:		
Date Hired: <u>March 04, 2025</u> mm / dd / yy	Present Rate: 14,345.83 (MONTHLY)	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:  Human Resource Department	
Approved Recommended Rate : _____		
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