



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee

BAJILIDAD, JOHN VRIANT GUARIN

Date of Rating: JUNE 16, 2025

Location (Kindly check)

Head Office ☐ Plant SPI ☒

Rating Period

From June 02, 2025

To July 02, 2025

Department: OPERATIONS

Location: North Hub, San Simon

Position: CYLINDER REFILLER

Purpose of Rating

(Kindly check)

Regular Rating ☐

Completion of Probationary / Qualification Period ☐

Promotion ☐

Other: 4th MONTH EVALUATION

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK:					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.	30
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	5
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 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.	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					64

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

NEEDS IMPROVEMENT IN MEETING PERFORMANCE EXPECTATIONS.

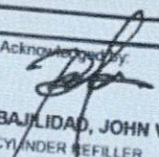
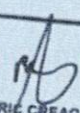
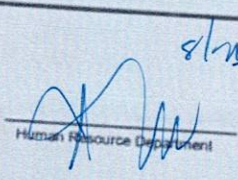
LACKS CONSISTENCY IN WORK PERFORMANCE.

NEEDS IMPROVEMENT IN HIS TARDINESS.

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

Comments:

HE HAS PERFORMED AT AN AVERAGE LEVEL. NEEDS TO IMPROVE HIS TARDINESS.

Rated By : DANICO MATALOG/JES ATIENZA Assistant Manager Date: <u>6-16-25</u>	Acknowledged by:  BAJILIDAD, JOHN VRIANT GUARIN CYLINDER REFILLER
Approved by  RICRIC CREAG TERMINAL MANAGER	Date Signed <u>6/16/25</u> mm / dd / yy
Noted by  SARAH D. OCHOA MRC- HR Associate	Date Signed <u>06/16/25</u> mm / dd / yy
EMPLOYEE DETAILS: Date Hired: <u>March 04, 2025</u> mm / dd / yy	
Present Rate: <u>14,345.83 (MONTHLY)</u>	
Date Appointed to Present Position: _____	
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:  Human Resource Department

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

Date Received	Date Completed	Remarks Signature