

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.

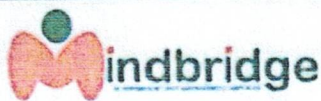
Attached Is their performance assessment for your reference.

Thank you and Keep Safe!

Regards,

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





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
618 06 60 loc 105

ENDORSED

17 FEB 2025

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: JOMARI MUYON

Date of Rating: FEB. 4, 2025

Date Hired: June 20, 2024

Position: PA2

Location: URDANETA

Department: AUDIT

Rating Period: 12/17/24

Purpose of Rating: Regularization

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: N/A				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	34
	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.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: N/A				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: cooperative in terms of reports.				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	3
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: N/A				
TOTAL					82

✓ JOMARI MUYON

Previous Challenges and Accomplishments:
COORDINATION WITH BOARD REGARDING SCHEDULE

Areas of Strengths:

Areas of Weaknesses / Development:
SHOWROOM VISIT

Rated By:

Printed Name & Signature

Date:

2/4/25
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

(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: 06/20/24
mm / dd / yy

Present Rate: 17,000

Amount of Increase: 1,000

Date of Last Increase: _____

mm / dd / yy

Date Appointed to Present Position: _____

New Rate: 18,000

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : RECOMMENDATION

Reviewed by:

Approved Recommended Rate : ADDITIONAL 1,000

Approved Recommended Position : SAME

Effectivity Date : DEC 17, 2024
mm / dd / yy

Human Resource Department

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

Passing Rate