



MINDBRIDGE RESOURCES CORPORATION
PERFORMANCE EVALUATION REPORT FORM

Name of Employee **CAPULONG, JAMIR PERALTA** Date of Rating **October 01, 2025**
Family Name First Name M I
Location (Kindly check) ☐ Head Office ☒ Plant S/P
Rating Period From **October 08, 2024** To **January 03, 2025** Department **OPERATIONS**
mm / dd / yy mm / dd / yy Location **North Hub, San Simon**
Purpose of Rating (Kindly check) ☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others **4th MONTH EVALUATION** Position **BRANCH ACCOUNTANT**

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	8
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	33
3. INITIATIVE:	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Rarely 1 to 4 pts	8
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	8
5. COOPERATION:	Always cooperative 9 to 10 pts	Usually cooperative 8 pts	Sometimes cooperative 5 to 7 pts	Rarely cooperative 1 to 4 pts	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness with the allowable no or less 9 to 10 pts	With written warnings (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	9
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	9
				TOTAL	83

Previous Challenges and Accomplishments:

Proactive - Identifying task & carries them out without repeated guidance

Areas of Strengths:

Adaptability - improving capability in memorizing the correct work flow.

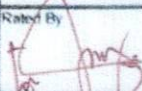
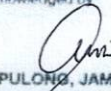
Areas of Weaknesses / Development:

Attentivity - need extra careful on checking documents, charges info, etc

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

RECEIVED

31 JAN 2026

Rated By  MA. LUISA RICALDE Branch Accountant Supervisor Date _____	Acknowledged by  CAPULONG, JAMIR PERALTA BRANCH ACCOUNTANT Date _____									
Approved by  GERMALDO ROSALES Assets Supply and Management Manager Date Signed <u>10/15/25</u> mm / dd / yy	Noted by  SA. ANTO. OCHOA MRO HR Associate Date Signed <u>10/01/25</u> mm / dd / yy									
EMPLOYEE DETAILS <table style="width: 100%;"> <tr> <td style="width: 33%;">Date Hired <u>July 07, 2025</u> mm / dd / yy</td> <td style="width: 33%;">Present Rate: 15,000.00 (MONTHLY)</td> <td style="width: 33%;">Amount of Increase: _____</td> </tr> <tr> <td>Date Appointed to Present Position: _____</td> <td></td> <td>Date of Last Increase: _____ mm / dd / yy</td> </tr> <tr> <td></td> <td></td> <td>New Rate: _____</td> </tr> </table>		Date Hired <u>July 07, 2025</u> mm / dd / yy	Present Rate: 15,000.00 (MONTHLY)	Amount of Increase: _____	Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy			New Rate: _____
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FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT <table style="width: 100%;"> <tr> <td style="width: 50%;">Nature of Recommendation: _____</td> <td style="width: 50%;">Reviewed by </td> </tr> <tr> <td>Approved Recommended Rate: _____</td> <td>Human Resource Department</td> </tr> <tr> <td>Approved Recommended Position: _____</td> <td></td> </tr> <tr> <td>Effectivity Date: _____ mm / dd / yy</td> <td></td> </tr> </table>		Nature of Recommendation: _____	Reviewed by 	Approved Recommended Rate: _____	Human Resource Department	Approved Recommended Position: _____		Effectivity Date: _____ mm / dd / yy		
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Date Received	Date Completed	Remarks Signature