



MINDBRIDGE RESOURCES CORPORATION
PERFORMANCE EVALUATION REPORT FORM

Name of Employee DELA PEÑA, JANELLE FIANN CABRERA Date of Rating August 01, 2025
Family Name First Name M I
Location (Kindly check) ☐ Head Office ☒ Plant SPI Department OPERATIONS
Rating Period From August 31, 2023 To November 29, 2023 Location North Hub, San Simeon
mm / dd / yy mm / dd / yy Position BRANCH ACCOUNTANT
Purpose of Rating (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others 4th 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. 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	35
3. INITIATIVE:	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Rarely 1 to 4 pts	7
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					84

Previous Challenges and Accomplishments:

+ Pro-active performance reflects a need for greater efficiency and Accountability in task execution

Areas of Strengths:

+ Adaptability - clear improvement in job familiarity and task making

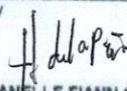
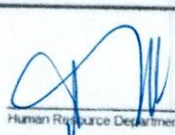
Areas of Weaknesses / Development:

+ Initiative - Would benefit from using better approaches and initiative in each assigned task.

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 Account Supervisor Date: _____	Acknowledged by  DELA PEÑA, JANELLE FIANN CABRERA BRANCH ACCOUNTANT
 GERALD SANCHEZ Assets Supply and Management Manager	
Approved by Noted by	Date Signed <u>10/15/20</u> mm / dd / yy Date Signed <u>10/01/20</u> mm / dd / yy
EMPLOYEE DETAILS Date Hired: <u>June 02, 2025</u> Present Rate: 15,000.00 (MONTHLY) mm / dd / yy Date Appointed to Present Position: _____ Amount of Increase: _____ Date of Last Increased: _____ 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

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

Date Received	Date Completed	Remarks Signature