



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee : SUPAN, KATRINE CARL ESGUERRA Date of Rating: July 15, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SP1
Rating Period : From May 13, 2025 To : August 11, 2025
mm / dd / yy mm / dd / yy
Department: LOGISTICS
Location: North Hub, San Simon
Position: OPERATIONS ANALYST
Purpose of Rating : (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Other 3rd 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.	9
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.	9
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.	8
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					66

Previous Challenges and Accomplishments:

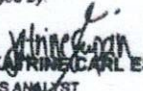
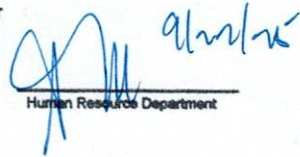
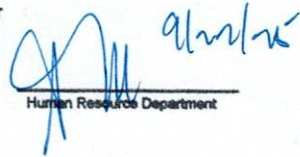
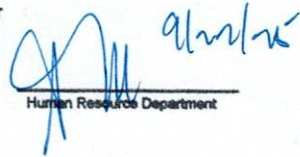
Areas of Strengths:

Areas of Weaknesses / Development:

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

RECEIVED

23 SEP 2025

Rated By :  LILI FERRANCO SENIOR LOGISTICS SUPERVISOR Date: <u>5-21-25</u>	Acknowledged by:  SUPAN, KARPINE CARL ESGUERRA OPERATIONS ANALYST									
<table style="width: 100%;"> <tr> <td style="width: 30%;">Approved by :</td> <td style="width: 30%; text-align: center;"> <u>ALVIN JHON FORNAL</u> LOGISTICS MANAGER/SPI </td> <td style="width: 20%;">Date Signed</td> <td style="width: 20%; text-align: center;"> <u> </u> mm / dd / yy </td> </tr> <tr> <td>Noted by :</td> <td style="text-align: center;">  <u>SAGOR D. OCHOA</u> MRC- HR Associate </td> <td>Date Signed</td> <td style="text-align: center;"> <u> </u> mm / dd / yy </td> </tr> </table>		Approved by :	<u>ALVIN JHON FORNAL</u> LOGISTICS MANAGER/SPI	Date Signed	<u> </u> mm / dd / yy	Noted by :	 <u>SAGOR D. OCHOA</u> MRC- HR Associate	Date Signed	<u> </u> mm / dd / yy	
Approved by :	<u>ALVIN JHON FORNAL</u> LOGISTICS MANAGER/SPI	Date Signed	<u> </u> mm / dd / yy							
Noted by :	 <u>SAGOR D. OCHOA</u> MRC- HR Associate	Date Signed	<u> </u> mm / dd / yy							
EMPLOYEE DETAILS: <table style="width: 100%;"> <tr> <td style="width: 30%;">Date Hired: <u>May 15, 2025</u> mm / dd / yy</td> <td style="width: 30%;">Present Rate: 14,500.00 (MONTHLY)</td> <td style="width: 40%;">Amount of Increase: _____</td> </tr> <tr> <td>Date Appointed to Present Position: _____</td> <td></td> <td>Date of Last Increased: _____ mm / dd / yy</td> </tr> <tr> <td></td> <td></td> <td>New Rate: _____</td> </tr> </table>		Date Hired: <u>May 15, 2025</u> mm / dd / yy	Present Rate: 14,500.00 (MONTHLY)	Amount of Increase: _____	Date Appointed to Present Position: _____		Date of Last Increased: _____ mm / dd / yy			New Rate: _____
Date Hired: <u>May 15, 2025</u> mm / dd / yy	Present Rate: 14,500.00 (MONTHLY)	Amount of Increase: _____								
Date Appointed to Present Position: _____		Date of Last Increased: _____ mm / dd / yy								
		New Rate: _____								
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 style="text-align: center;">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		
Nature of Recommendation : _____	Reviewed by: 									
Approved Recommended Rate : _____	Human Resource Department									
Approved Recommended Position : _____										
Effectivity Date : _____ mm / dd / yy										

P2

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

Date Received	Date Completed	Remarks Signature