

**maricris.ariola@mindbridgeresources.ph**

**From:** maricris.ariola@mindbridgeresources.ph  
**Sent:** Wednesday, 18 September 2024 9:16 pm  
**To:** 'macristina.co@mindbridgeresources.ph'  
**Cc:** 'Krishia Garcia'  
**Subject:** REGULARIZATION\_Kristine Joy Abilong\_Field Monitoring Assistant  
**Attachments:** REGULARIZATION\_Kristine Joy Abilong\_Field Monitoring Assistant.pdf

Hi Tin,

Please issue NOPA addressed to **MS. KRISTINE ABILONG** for her regularization effective **September 14, 2024** with Salary Increase of 1000/mos.  
Attached is her 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  
22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City





22<sup>nd</sup> Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City  
638-06-60 loc 106

**CERTIFIED TRUE COPY**

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee: KRISTINE JOY L. ABILONG Date of Rating: Date Hired: March 18, 2024  
Position: FIELD MONITORING ASSISTANT  
Location: REGASCO H.O. Department: CSR  
Rating Period: June 2024 - August 2024  
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 :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| 2. PRODUCTIVITY                 | Usually exceeds standards.                                      | Meets standards.                                                                 | Seldom meets standards.                                                          | Never meets standards.                                                              | 39     |
|                                 | 36 to 40 pts.                                                   | 30 to 35 pts.                                                                    | 20 to 29 pts.                                                                    | 1 to 19 pts.                                                                        |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| 3. INITIATIVE                   | Always                                                          | Usually                                                                          | Sometimes                                                                        | Rarely                                                                              | 9      |
|                                 | 9 to 10 pts.                                                    | 7 to 8 pts.                                                                      | 5 to 6 pts.                                                                      | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| 4. DEDICATION TO DUTY           | Always dedicated to duty.                                       | Usually dedicated to duty.                                                       | Sometimes dedicated to duty.                                                     | Rarely responds to company needs.                                                   | 9      |
|                                 | 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                                                                  | 9      |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
| 6. ATTENDANCE & PUNCTUALITY:    | Tardiness w/n the allowable no.or less.                         | With written warning/s                                                           | With one (1) day suspension                                                      | With 3 days suspension.                                                             | 10     |
|                                 |                                                                 | (1st Offense)                                                                    | (2nd Offense)                                                                    | (3rd Offense)                                                                       |        |
|                                 | 9 to 10 pts.                                                    | 7 to 8 pts.                                                                      | 5 to 6 pts.                                                                      | 1 to 4 pts.                                                                         |        |
| Remarks :                       |                                                                 |                                                                                  |                                                                                  |                                                                                     |        |
| 7. SAFETY AND / OR HOUSEKEEPING | No record of t/infracton against our safety/ housekeeping rules | No record of accident but w/ 1 infraction against our safety/ housekeeping rules | No record of accident but w/ 2 infraction against our safety/ housekeeping rules | Had an accident or had more than 2infractons against our safety/ housekeeping rules | 10     |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                         |        |
|                                 | Remarks :                                                       |                                                                                  |                                                                                  |                                                                                     |        |
|                                 |                                                                 |                                                                                  |                                                                                  | TOTAL                                                                               | 94     |

Previous Challenges and Accomplishments:

## Areas of Strengths:

can lead her teammates on their task

## Areas of Weaknesses / Development:

Rated By

: Marivic Uy  
Printed Name & Signature

Date

: 9/4/24  
( mm / dd / yy )

Acknowledged By:

Employee Name

: Kristine Abilong  
Printed Name & Signature

Date

: 09/06/24  
( mm / dd / yy )

## RECOMMENDATIONS:

Approved by

:

8/8

Date Signed

mm / dd / yy

Approved by

:

Date Signed

mm / dd / yy

President's Signature

:

Date Signed

mm / dd / yy

## EMPLOYEE DETAILS:

Date Hired:

09-18-24  
mm / dd / yy

Present Rate:

16,902.77

Amount of Increase:

1,000

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

17,902.778/8 9/14/24

## FQR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: REGULARIZATION

Reviewed by:

9/18/24

Approved Recommended Rate

: ADDITIONAL 1000

Human Resource Department

Approved Recommended Position:

Same

Effectivity Date

: 09-14-24  
mm / dd / yy

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

Passing Rate

CERTIFIED TRUE COPY