



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Merle Laika C. M. I.
Location (Kindly check): SPI PAGBILAO
Rating Period: From July 6, 2025 August 27, 2025
Purpose of Rating (Kindly check): ☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 5th MONTH EVALUATION
Date of Rating: mm / dd / yy
Department: BRANCH ACCOUNTANT
Plant: 5th 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 25 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.	8
4. DEDICATION TO DUTY:	Always dedicated to duty. 9 to 10 pts.	Usually dedicated to duty. 8 pts.	Sometimes dedicated to duty. 6 to 7 pts.	Rarely responds to company needs. 1 to 4 pts.	9
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	10
6. ATTENDANCE & PUNCTUALITY:	Tardiness within 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.	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					88

Previous Challenges and Accomplishments:

Technical Skills - Showed willingness to learn new skill to adapt and perform task efficiently

Areas of Strengths:

Adaptability - Easy manage given task

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03 SEP 2025

Areas of Weaknesses / Development:

Pro activeness - taking initiative, cultivate a growth mindset by viewing challenges as opportunities to learn.

Rated By: MA. WILSON ARIOLA
Printed Name & Signature

Date: 06/27/25
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee: LARA MERLE
Printed Name & Signature

Date: _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

88

Approved by: _____ Date Signed: _____
mm / dd / yy

Noted by: MARICRIS ARIOLA
HR HEAD Date Signed: _____
mm / dd / yy

President's Signature: _____ Date Signed: _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____ Amount of Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____ Date of Last Increase: _____
mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation: _____ Reviewed by: alvino

Approved Recommended Rate: _____ Human Resource Department

Approved Recommended Position: _____

Effectivity Date: _____
mm / dd / yy

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

Date Received	Date Completed	Remarks Signature