



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Merle Laika C.

Date of Rating: mm / dd / yy

Location (Kindly check) : SPI / PAGBILAD

M. I.

Rating Period : From March 27, 2025

July 5, 2025

Department:

Plant:

Position: BRANCH ACCOUNTANT

Purpose of Rating : (Kindly check)

Regular Rating Completion of Probationary / Qualification Period Promotion Others: 3rd MONTH

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/n 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/infracton against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infracton against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	9
TOTAL					87

Previous Challenges and Accomplishments:

Struggling with liquidation and truck weighing. After several weeks, she is slowly getting used to it

Areas of Strengths:

ADAPTABILITY, TIME MANAGEMENT

Areas of Weaknesses / Development:

PROBLEM SOLVING in analyzing issues and provide solutions.

Rated By : *PAOLO SALVADOR* / T. Supervisor
Printed Name & Signature

Employee : *LAURA MERIE*
Printed Name & Signature

Date : *07 01 25*
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date : *07 03 25*
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

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: *03 27 25* Present Rate: _____
mm / dd / yy

Date Appointed
to Present Position: _____

Amount of
Increase: _____
Date of Last
Increase: _____
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:

8/10/25
Human Resource Department

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

Date Received	Date Completed	Remarks Signature