



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LEYDEN E. DAR Date of Rating: Date Hired: July 22, 2024
Position: Employee and Labor Relations Assistant
Location: MRC H.O. Department: Labor
Rating Period: July 2024 - April 2025 (Extended due to Maternity)
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.	35
	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.	8
		(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 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				87%	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : [Signature]
Printed Name & Signature
Date : 4/28/25
(mm / dd / yy)

Acknowledged By:

Employee Name : [Signature]
Printed Name & Signature
Date : 5/6/25
(mm / dd / yy)

RECOMMENDATIONS:

Approved by : _____ Date Signed _____
mm / dd / yy
Approved by : _____ 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 of Last Increase: _____
Date Appointed to Present Position: _____ mm / dd / yy
New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: _____
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

Passing Rate

maricris.ariola@mindbridgeresources.ph

From: Lesley Yiu <lesley.goadvancefuel@gmail.com>
Sent: Monday, 5 May 2025 4:30 pm
To: maricris.ariola@mindbridgeresources.ph
Cc: Marivic Uy
Subject: Re: Request for Regularization and Salary Adjustment – Ms. Leydan Dar

Hi Maricris

Kindly finalize the salary to P 18,000.00 flat.
Thank you very much!

Best regards,

Lesley Yiu
Regasco
Go Advance Fuel Inc.

On Mon, May 5, 2025 at 3:36 PM <maricris.ariola@mindbridgeresources.ph> wrote:

Hi Ma'am Lesley,

I am writing to seek your approval for the **regularization** of Ms. Leydan Dar, currently serving as **Employee and Labor Relations Assistant** with salary adjustment of **₱1,500.00**. This would bring her monthly compensation from **₱16,823.75 to ₱18,323.75** effective **April 28, 2025**.

We trust that this request will be given favorable consideration.

Thank you very much for your attention to this matter. Please let me know if you need any further details or documentation.

Thank you and Keep Safe!

Received:  8/6/25
Honah Maricris

Regards,

Maricris (Cris) Ariola, RPm, DPO

HR- Employee And Labor Relations Officer

09998821548/ 638-0660 loc. 107

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