



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee :

VICTORIA, LLOYD ORSILADA

Date of Rating: May 15, 2025

Location (Kindly check) :

Family Name, First Name
Head Office ☒ Plant SPI

M. I.

mm / dd / yy

Rating Period

From March 07, 2025

To : June 05, 2025

Department:

OPERATIONS

Location:

North Hub, San Simon

Position:

COMPANY
MESSENGER

Purpose of Rating

(Kindly check)

mm / dd / yy

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.	6
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.	8
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.	10
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.	10
TOTAL					85

Previous Challenges and Accomplishments:

Areas of Strengths:

CONSISTENTLY PUNCTUAL AND RELIABLE IN CARRYING OUT ASSIGNED MAINTENANCE AND DELIVERY TASKS.

Areas of Weaknesses / Development:

NEEDS TO IMPROVE HIS COOPERATION A LITTLE BIT MORE.

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	HE HAS DEMONSTRATED DEPENDABLE PERFORMANCE AND FULFILLS TASKS WITH MINIMAL SUPERVISION.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

03 SEP 2025

Rated By DANICO MATALOG/JED ATENZA Assistant Manager Date: _____	Acknowledged by: VICTORIA LLOYD ORSILADA COMPANY MESSENGER
Approved by RICARDO CREAG TERMINAL MANAGER Date Signed <u>05-24-25</u> mm / dd / yy Noted by SARAH OCHOA MRC- HR Associate Date Signed <u>05-24-25</u> mm / dd / yy	
EMPLOYEE DETAILS: Date Hired: <u>March 04, 2025</u> mm / dd / yy Date Appointed to Present Position: _____ Present Rate: 14,345.83 (MONTHLY) 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: 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