



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **VICTORIA LLOYD ORSILADA** Date of Rating: **July 01, 2025**
Family Name: First Name: M. I.: mm / dd / yy
Location (Kindly check): Head Office ☒ Plant ☐ **SPI** Department: **OPERATIONS**
Rating Period: From **June 01, 2025** To: **July 01, 2025** Location: **North Hub, San Dimas**
mm / dd / yy mm / dd / yy Position: **COMPANY MESSENGER**
Purpose of Rating (Kindly check):
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: **9th 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.	31
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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					82

Previous Challenges and Accomplishments:

Areas of Strengths:

- HAS A GOOD UNDERSTANDING OF HIS RESPONSIBILITIES AND PERFORMS HIS TASKS WITH CONSISTENCY.
- HE HAS MAINTAINED PERFECT ATTENDANCE.

Areas of Weaknesses / Development:

- HE IS ENCOURAGED TO SHOW GREATER DEDICATION TO HIS DUTIES.

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	HE HAS DEMONSTRATED SATISFACTORY PERFORMANCE. WITH IMPROVED DEDICATION, HE CAN FURTHER STRENGTHEN HIS CONTRIBUTION TO THE TEAM.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

RECEIVED

18 OCT 2025

Rated By DANICO MATALOG/JED ATIENZA Assistant Manager Date <u>9-14-15</u>	Acknowledged by: VICTORIA LLOYD ORSILADA COMPANY MESSENGER
Approved by : <u></u> RICRIC CREAG TERMINAL MANAGER	Date Signed <u>10/13/15</u> mm / dd / yy
Noted by : <u></u> SARAH D. OCHOA MRC- HR Associate	Date Signed <u>09-01-15</u> mm / dd / yy
EMPLOYEE DETAILS: Date Hired: <u>March 07, 2015</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: <u></u> <u>10/10/15</u> 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