

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, 7 November 2024 10:20 am
To: 'Ma. Christina Co'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION OF MR. MARQUEZ, ATHING AND DADIVAS_RGC H.O
Attachments: REGULARIZATION_Abdul Raffi Athing_Marketing Assistant_RGC H.O.pdf; REGULARIZATION_LONARD MARQUEZ_FIELD MONITORING ASSISTANT_RGC HO.pdf

Hi Tin,

Please issue NOPA addressed to **MR. DADIVAS, ATHING AND MARQUEZ** for their regularization effective **on their regularization date** with Salary Increase of 1000/mos. each.

Attached are their performance assessment for your reference.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, Rpm, DPO
HR- Employee And Labor Relation Officer
09998821548/ 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City





Regasco_HO Audit Ma...

+639178091222



Marquez 16, 902.77

11:41 AM ✓✓

Dadivas 16,902.77

11:41 AM ✓✓



Ok thanks

11:43 AM

maricris, si lonard, aries, raffi and carlo
increase ng 1k

1:11 PM

↳ Regasco_HO Audit Marivic
maricris, si lonard, aries, raffi and carlo
increase ng 1k

Copy po ito maam

1:51 F



Tuesday



Type a message...





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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: LONARD B. MARQUEZ **Date of Rating:** **Date Hired:** May 09, 2024
Position: FIELD MONITORING ASSISTANT
Location: REGASCO H.O **Department:** CSR
Rating Period: August 2024 to October 2024
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.	9
	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.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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	Usually	Sometimes	Rarely	9
	cooperative	cooperative	cooperative	cooperative	
	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.	9
		(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 2infractons against our safety/ housekeeping rules	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
				TOTAL	90

Previous Challenges and Accomplishments:

Areas of Strengths:

Can work independently and w/ less supervision
can deliver the expected output on time

Areas of Weaknesses / Development:

Rated By

: MARWIC 47
Printed Name & Signature

Date

: 10/15/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

WILBERT MARQUEZ
Printed Name & Signature

Date

: 10/25/24
(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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: REGULARIZATION

Reviewed by:

Human Resource Department

Approved Recommended Rate

: ADDITIONAL 1000 (SEE ATTACHED)

Approved Recommended Position

: SAME

Effectivity Date

: NOV 5, 2024
mm / dd / yy

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

Passing Rate