



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **ALIMORIN MADELEN** **N**
Family Name, First Name M. I.

Date of Rating: July 29, 2025

Location (Kindly check) : ☐ Head Office ☒ Plant

mm / dd / yy

Rating Period : 6/2/2025 to August 31, 2025
mm / dd / yy mm / dd / yy

Department: Finance

Plant: SPI CEBU

Purpose of Rating : (Kindly check)

☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: _____

Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form.

FACTORS	RATING				POINTS
	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.	
1. KNOWLEDGE OF WORK:					8
	Remarks :				
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.	33
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
	Remarks :				
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.	9
	Remarks :				
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
	Remarks :				
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.	9
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules 1 to 4 pts.	10
	Remarks :				
Previous Challenges and Accomplishments:					
TOTAL					87

Previous Challenges and Accomplishments:

NEEDS TO TRAIN MORE ON RECON SKILLS DURING INVENTORY CLOSING

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : JOHN KIMOSE MALALCAN
Printed Name & Signature

Date : _____
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : Armanden A. Alinsin
Printed Name & Signature

Date : _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

87

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: 06/2/95 Present Rate: 15,000.00 Monthly
mm / dd / yy

Date Appointed to Present Position: Branch Accountant

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:

Armanden A. Alinsin
Human Resource Department

P2

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

Date Received	Date Completed	Remarks Signature