



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARI JOY V. LAGRAN Date of Rating: Date Hired: 06/26/2024
Position: HR ASSOCIATE
Location: SPI-MRC CALACA Department: HR
Rating Period: 09/27/2024 TO 11/30/2024
Purpose of Rating: QUALIFICATION PERIOD

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.	6
	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	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.	8
	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	8
	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.	10
		(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	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				85	

Previous Challenges and Accomplishments:

Needs close monitoring & guidance.
Decisions must be coordinated w/ the Hk Manager.

Areas of Strengths:

Works well w/ the team & can assist employees w/ concerns.

Areas of Weaknesses / Development:

Coordination w/ suppliers.
Finish the assigned tasks first before logging out.
Must have initiative.

Rated By : [Signature]
Printed Name & Signature

Date : 12/6/2024
(mm / dd / yy)

Acknowledged By:

Employee Name : MARI JOY LOGRAN
Printed Name & Signature

Date : Dec. 19. 2024
(mm / dd / yy)

RECOMMENDATIONS:

Probation extension for 2 months.

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 Appointed to Present Position: _____

Date of Last Increase: _____
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

**MINDBRIDGE RESOURCES CORPORATION**

22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City

NOTICE OF PERSONNEL ACTION**NAME:** LAGRAN, MARI JOY V.**DATE EMPLOYED:** 26-Jun-2024**Personnel Action:**

☐	Salary Change
☐	Merit Increase
☐	Regularization
☐	Promotion

☐	Lateral Transfer
☐	Reclassification
☐	Change of Designation

☐	Retirement
☐	Termination
☐	No Increase
☒	Extension of Probation

Amount of Last Increase

N/A

Performance Rating

N/A

Percent Increase

N/A

Amount of Increase

N/A

Adjustment Details:

	PRESENT	RECOMMENDED
POSITION	HR ASSOCIATE	SAME
AFFILIATES/BRANCH	SPI CALACA	SAME
Compensation:		
Daily Rate	15,500.00	15,500.00
Load Allowance	350.00	350.00
TOTAL	15,500.00	15,500.00

Date Prepared: December 20, 2024**Effective Date:** December 23, 2024**Prepared by:**

Ma. Christina Co
Senior HR Associate

Remarks: Extension of Probationary Contract for 2 months
Additional 60 calendar days starting December 23, 2024 until February 21, 2025

Noted by:

Krishia Marie Garcia
HR Operations Manager

Remarks:**Received by:**

LAGRAN, MARI JOY V.
Printed Name and Signature

Remarks: