



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : CANTERO, MARILYN MENESES Date of Rating: December 5, 2025
Family Name First Name M. I. mm / dd / yy
Location (Kindly check) : Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period : From January 1, 2025 To : December 5, 2025 Location: North Hub, San Simón
mm / dd / yy mm / dd / yy Position: CYLINDER CHECKER
Purpose of Rating : (Kindly check)
☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☒ Others: Justification for Merit Increase

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.	10
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.	38
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
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
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
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n 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.	8
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.	9
TOTAL					92

Previous Challenges and Accomplishments:

SHE ADAPTED WELL TO THE GROWING OPERATIONAL DEMANDS ON THE PLATFORM. SHE MANAGED THE SHIFT FROM A PURELY CHECKING ROLE TO OVERSEEING BARRIER ACTIVITIES WITHOUT COMPROMISING SAFETY. HER WORK REDUCED DISCREPANCIES AND IMPROVED COORDINATION TO OPERATIONS.

Areas of Strengths:

SHE SHOWS STRONG ATTENTION TO DETAIL AND MAINTAINS HIGH ACCURACY IN CYLINDER COUNTS AND INVENTORY REPORTS. SHE FOLLOWS PROCEDURES WELL AND ENCOURAGES OTHERS DO THE SAME. DEMONSTRATE INITIATIVE BY TAKING ON SUPERVISORY TASKS WHEN NEEDED.

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	HER PERFORMANCE REMAINS CONSISTENT AND DEPENDABLE. SHE HAS TAKEN ON RESPONSIBILITIES THAT ALIGN WITH A HIGHER POSITION.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

Rated By : DANICO MATALOG/JED ATENZA Assistant Manager Date: 12-5-25		Acknowledged by: CANTERO, MARILYN MENESES CYLINDER CHECKER	
Approved by : RICRIC CREAG TERMINAL MANAGER		Date Signed <u>12-09-25</u> mm / dd / yy	
Noted by : SARAH D. OCHOA MRC- HR Associate		Date Signed _____ mm / dd / yy	
EMPLOYEE DETAILS: Date Hired: <u>February 5, 2024</u> mm / dd / yy Date Appointed to Present Position: _____ Present Rate: 570 (DAILY) 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