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From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, March 21, 2024 5:58 PM
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: FOR NOPA_REGULARIZATION
Attachments: Mary Ann Lamboson_Regularization.pdf; Alyssa Rivera_Regularization.pdf

Hi Tina,
Good day!

Kindly draft and release NOPA addressed to **Ms. Alyssa Mae Rivera** and **Ms. Mary Ann Lamboson** for their **REGULARIZATION**. Details are as follows;

Alyssa Mae Rivera – **Additional 1,500**
Mary Ann Lamboson – **Additional 2,000**

The Effectivity date is **April 01, 2024**. Have Ma'am Krish sign the NOPA once accomplished. Please see the attached performance assessment as your supporting documents.

Thank you and Keep Safe!

Regards,

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





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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARY ANNE LAMBOSON Date of Rating: 3/20/2024 Date Hired: 9/25/2023
Position: Accounting Officer
Location: Head Office Department: Accounting
Rating Period: Jan 2024 to March 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: Needs to learn more about annual BIR filings, audit and field work.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	40
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: Always delivers when asked upon.				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: She would sometimes have good ideas to improve process but does not always act upon it.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	10
	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	10
	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: Always present					
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	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL				99	

Previous Challenges and Accomplishments:

Areas of Strengths:

Mary Ann is great at the job that is expected of her. She always accomplishes her deliverables and is always willing to help out her teammates.

Areas of Weaknesses/Development:

She needs to start exploring past her normal routine. It's good that she has ideas to improve processes but an idea will remain an idea unless action is taken.
Also, she needs to start doing field work to build her confidence in terms of being able to communicate with our other employees

Rated By

: Shan Rencel Vitor
Printed Name & Signature

Date

: 03/20/24
(mm / dd / yy)

Acknowledged By:

Employee Name

: Mary Ann Cambozon
Printed Name & Signature

Date

: 3/22/24
(mm / dd / yy)

RECOMMENDATIONS:

+ 3000

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:

2,000.00

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

New Rate:

29,000 per

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

: VAUARY INCREASE

Reviewed by:

[Signature] 3/21/24
Human Resource Department

Approved Recommended Rate

: 21,000

Approved Recommended Position

: same

Effectivity Date

: APRIL 01, 2024
mm / dd / yy

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

Passing Rate

ENDORSED

21 MAR 2024



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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MARY ANNE LAMBOSON Date of Rating: 1/19/2024 Date Hired: 9/25/2023
Position: Accounting Officer
Location: Head Office Department: Accounting
Rating Period: Oct 2023 - Dec 2023
Purpose of Rating: 3rd Month Evaluation

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.	8	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : Next project for learning: Financial Statements and B/R Filings					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	40	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : Always gets everything done as soon as she can					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	9	
	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 cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9	
	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 : No absence since I started working with her						
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	95	

Previous Challenges and Accomplishments:

Areas of Strengths:

Mary Anne has been a fantastic leader to her teammates. Her co-workers look up to her and admire her passion and initiative.

Areas of Weaknesses / Development:

Mary Anne still lacks knowledge in tax remittances and business permits. Besides that, her next area of development is to learn how to create reports.

Rated By :

Shan Rencel Vitor
Printed Name & Signature

Date :

01/26/2024
(mm / dd / yy)

Acknowledged By:

M 2/2/24
Employee Name : MARY ANNE M. COMBESON
Printed Name & Signature

Date :

(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 :

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