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From: maricris.ariola@mindbridgeresources.ph
Sent: Friday, 10 January 2025 4:15 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: REGULARIZATION_Mary Grace Obrero AND Rolenzo Perocho_RGC H.O
Attachments: REGULARIZATION_Mary Grace Obrero_Social Media Content Producer_RGC H.O(1).pdf; REGULARIZATION_Rolenzo Perocho_Multimedia Assistant_RGC H.O.pdf

Hi Tin,

Kindly draft and release NOPA addressed to **Mr. Rolenzo Jose Perocho and Ms. Mary Grace Obrero** for their regularization effective **on their regularization date**.

Please see the attached Assessment form 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





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

ENDORSED

10 JAN 2025

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Mary Grace Obrero Date of Rating: Date Hired: June 19, 2024
Position: Social Media Content Producer
Location: RGC H.O Department: SOCIAL MEDIA
Rating Period: JUNE 2024 - DECEMBER 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.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Although lacking sufficient experience in labor, she consistently demonstrates a willingness to learn.				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	32
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks: active naman sa position nya, nagagawa ng maayos trabaho				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	7
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Shows initiative in every task that requires attention.				
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: lagi naman gingawa ng maayos ang trabaho				
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: sumusunod naman sa lahat ng inuutos sa kanya				
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: With minimal time off due to personal matters lagi lang may paalam kalda buwan					
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: no records of maayos sa paligid				
TOTAL				83	

Previous Challenges and Accomplishments:

Areas of Strengths:

Know what should be prioritized based on urgency. Proactive and reliable.

Areas of Weaknesses / Development:

iwasan lang ang koda buwan may paalam, sipagan pg,
alam n pa tnskal sa pagalro

Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

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