



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Granados, May Bellene H.
Family Name, First Name M. I.

Date of Rating: _____

mm / dd / yy

Location (Kindly check): SPI Calaca Plant

Department: HR

Rating Period : From 02/21/2025 To: 05/21/2025
mm / dd / yy mm / dd / yy

Plant: SPI-Calaca

Position: HR/Admin Associate

Purpose of Rating : (Kindly check)
Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 3rd Month Evaluation

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

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.	9	
	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.	38	
	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.	10	
	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/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.	9	
	Remarks :					
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 2infractons against our safety/ housekeeping rules 1 to 4 pts.	10	
	Remarks :					
				TOTAL	94	

Previous Challenges and Accomplishments:

Areas of Strengths:

Communication: communicates clearly and effectively with employees at all levels.

Weaknesses / Development

Rated By	<u>[Signature]</u> Printed Name & Signature	Employee	<u>[Signature]</u> Printed Name & Signature
Date	<u>21/11/2025</u> (mm / dd / yy) of PFR discussion with Employee by Rater	Date	<u> </u> (mm / dd / yy) of PFR submitted by Rater

COMPUTATIONS:

Approved by

[Signature]
Ma Christina G. Co
OR Assistant HR Head

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 02/21/2025 Present Rate: Confidential
mm / dd / yy

Date Appointed
to Present Position: n/a

Amount of

Increase:

Date of Last

Increase:

mm / dd / yy

New Rate: Same 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

Date Received	Date Completed	Remarks Signature