



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : ACOSTA, MICHAEL BONUS Date of Rating: May 15, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SP1 Department: LOGISTICS
Rating Period : From March 04, 2025 To : June 02, 2025 Location: North Hub, San Simon
mm / dd / yy mm / dd / yy
Purpose of Rating : (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Other 3rd MONTH EVALUATION
Position: TIREMAN

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.	8
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.	35
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
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.	8
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	8
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules. 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules. 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules. 1 to 4 pts.	8
TOTAL					83

Previous Challenges and Accomplishments:

Areas of Strengths:

FAST LEARNER . WITH INITIATIVE

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	RECEIVED 03 SEP 2025
75-89	Above Average	
50-74	Average	
49 below	Below Average	

Rated By <u>LIM FERRANCO</u> SENIOR LOGISTICS SUPERVISOR Date: <u>06-09-25</u>	Acknowledged by <u>ACOSTA, MICHAEL BONUS</u> TIREMAN
Approved by <i>Approved via Email/Text/Viber</i> <u>ALVIN JHON FORMAL</u> LOGISTICS MANAGER/SP	Date Signed <u>06-19-25</u> mm / dd / yy
Noted by <u>SARAH B. OCHOA</u> MRC- HR Associate	Date Signed <u>06-09-25</u> mm / dd / yy
EMPLOYEE DETAILS:	
Date Hired: <u>March 04, 2025</u> mm / dd / yy Date Appointed to Present Position: _____	Present Rate: 14,345.83 (MONTHLY) 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: <u>[Signature]</u> <u>7/2/25</u> Human Resource Department

P2

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

Date Received	Date Completed	Remarks Signature