



# MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **ACOSTA, MICHAEL BONUS** Date of Rating: **August 01, 2025**  
Family Name: **ACOSTA** First Name: **MICHAEL** Department: **LOGISTICS**  
Location: **North Hub, San Simon**  
Position: **TIREMAN**  
Rating Period: From **July 02, 2025** To: **August 02, 2025**  
Purpose of Rating: (Kindly check) ☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others **8th MONTH EVALUATION**

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<br>9 to 10 pts.                     | Has required knowledge of own & related work<br>7 to 8 pts.                               | Has required knowledge of own work only<br>5 to 6 pts.                                         | Needs additional instruction and guidance<br>1 to 4 pts.                                            | 7      |
| 2. PRODUCTIVITY:                 | Usually exceeds standards<br>36 to 40 pts.                                              | Meets standards<br>30 to 35 pts.                                                          | Seldom meets standards<br>20 to 29 pts.                                                        | Never meets standards<br>1 to 19 pts.                                                               | 25     |
| 3. INITIATIVE:                   | Always<br>9 to 10 pts.                                                                  | Usually<br>7 to 8 pts.                                                                    | Sometimes<br>5 to 6 pts.                                                                       | Rarely<br>1 to 4 pts.                                                                               | 7      |
| 4. DEDICATION TO DUTY:           | Always dedicated to duty.<br>9 to 10 pts.                                               | Usually dedicated to duty.<br>8 pts.                                                      | Sometimes dedicated to duty.<br>5 to 7 pts.                                                    | Rarely responds to company needs<br>1 to 4 pts.                                                     | 7      |
| 5. COOPERATION:                  | Always cooperative<br>9 to 10 pts.                                                      | Usually cooperative<br>8 pts.                                                             | Sometimes cooperative<br>5 to 7 pts.                                                           | Rarely cooperative<br>1 to 4 pts.                                                                   | 8      |
| 6. ATTENDANCE & PUNCTUALITY:     | Tardiness w/in the allowable no or less.<br>9 to 10 pts.                                | With written warning/s (1st Offense)<br>7 to 8 pts.                                       | With one (1) day suspension (2nd Offense)<br>5 to 6 pts.                                       | With 3 days suspension (3rd Offense)<br>1 to 4 pts.                                                 | 8      |
| 7. SAFETY AND / OR HOUSEKEEPING: | No record of accident/infracton against our safety/ housekeeping rules.<br>9 to 10 pts. | No record of accident but w/ 1 infracton against our safety/ housekeeping rules<br>8 pts. | No record of accident but w/ 2 infracton against our safety/ housekeeping rules<br>5 to 7 pts. | Had an accident or had more than 2 infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 8      |
| TOTAL                            |                                                                                         |                                                                                           |                                                                                                |                                                                                                     | 80     |

Previous Challenges and Accomplishments:

Areas of Strengths:

**PRODUCTIVE**

Areas of Weaknesses / Development:

**MUST BECOME TIRELESS AND UN-INTERRUPTED SERVICES**

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

Comments:

**RECEIVED**

18 OCT 2025

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Rated By<br><u>ALVIN FERRANCO</u><br>SENIOR LOGISTICS SUPERVISOR<br>Date <u>9.26.25</u>                                                                                                                                                                                                                                                                                                                                                                                               | Acknowledged by<br><u>ACOSTA</u><br>MICHAEL BONUS<br>FIREMAN |
| Approved by<br><u>ALVIN JHON FORMAL</u><br>LOGISTICS MANAGER/SPI                                                                                                                                                                                                                                                                                                                                                                                                                      | Date Signed <u>10/01/25</u><br>mm / dd / yy                  |
| Noted by<br><u>SARAH D. OCHOA</u><br>MRC- HR Associate                                                                                                                                                                                                                                                                                                                                                                                                                                | Date Signed <u>08/01/25</u><br>mm / dd / yy                  |
| EMPLOYEE DETAILS:<br><div style="display: flex; justify-content: space-between;"> <div>           Date Hired: <u>March 04, 2026</u><br/>           mm / dd / yy<br/>           Date Appointed<br/>           to Present Position: _____         </div> <div>           Present Rate: 14,345.83 (MONTHLY)<br/>           Amount of Increase: _____<br/>           Date of Last Increased: _____<br/>           mm / dd / yy<br/>           New Rate: _____         </div> </div>       |                                                              |
| FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT<br><div style="display: flex; justify-content: space-between;"> <div>           Nature of Recommendation : _____<br/>           Approved Recommended Rate : _____<br/>           Approved Recommended Position : _____<br/>           Effectivity Date : _____<br/> <div style="text-align: right;">mm / dd / yy</div> </div> <div>           Reviewed by: <u>[Signature]</u><br/>           Human Resource Department         </div> </div> |                                                              |

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

| Date Received | Date Completed | Remarks Signature |
|---------------|----------------|-------------------|
|               |                |                   |
|               |                |                   |
|               |                |                   |