

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, July 18, 2024 11:33 AM
To: 'macristina.co@mindbridgeresources.ph'; 'anson.ponce@regasco.ph'; 'marivic.uy'; 'Krishia Garcia'; 'orlando.campos@mindbridgeresources.ph';
Cc: REGULARIZATION_R. Manansala and M. Baldonado_IC_RGC Cabanatuan
Subject: REGULARIZATION_Raven Manansala.pdf; REGULARIZATION_Michael Dve Baldonado.pdf
Attachments:

Hi Tina,

Kindly draft and release the NOPA addressed to **Mr. Raven Manansala and Mr. Michael Dave Baldonado, Inventory Controller at RGC Cabanatuan**, for their regularization with a **P500** salary increase each, effective **July 30, 2024**.

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: MICHAEL DAVE BALDONADO Date of Rating: 7/15/2024 Date Hired: 2/1/2024
Position: IC
Location: CABANATUAN Department:
Rating Period: 6 mos.
Purpose of Rating:

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 :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	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.	8
	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.	8
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infraction against our safety/ housekeeping rules	No record of accident but w/ 1 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL				85	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

ENDORSED

18 JUL 2024

Rated By : <u>Arnel Pao Jr.</u> Printed Name & Signature Date : <u>07/15/24</u> (mm / dd / yy)	Acknowledged By: <u>[Signature]</u> Employee Name : <u>MICHAEL LAVE BALONADO</u> Printed Name & Signature Date : <u>7-15-24</u> (mm / dd / yy)
RECOMMENDATIONS:	
Approved by : <u>[Signature]</u> Date Signed <u>07/16/24</u> mm / dd / yy Approved by : _____ Date Signed _____ mm / dd / yy President's Signature : _____ Date Signed _____ mm / dd / yy	
EMPLOYEE DETAILS: Date Hired: _____ Present Rate: <u>17,000</u> mm / dd / yy Date Appointed to Present Position: _____ Amount of Increase: <u>500</u> Date of Last Increase: _____ mm / dd / yy New Rate: <u>17,500</u> <u>[Signature]</u>	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT	
Nature of Recommendation : <u>REGULARIZATION</u> Reviewed by: <u>[Signature]</u> Human Resource Department Approved Recommended Rate : <u>ADDITIONAL P 500</u> Approved Recommended Position : <u>SAME</u> Effectivity Date : <u>07-10-24</u> mm / dd / yy	

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

Passing Rate