



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Delos Reyes, Michael M.
Family Name, First Name M. I.

Location (Kindly check): SMC Calaca Plant

Rating Period : From 01/13/2025
mm / dd / yy

To: 04/13/2025
mm / dd / yy

Date of Rating: _____
mm / dd / yy
Department: Standard Motor Corp.
Plant: SMC-Calaca
Position: Field Utility

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.

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.	35
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
	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.	8
	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.	7
	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.	8
	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 2 infractons against our safety/ housekeeping rules 1 to 4 pts.	8
	Remarks :				
				TOTAL	82

Previous Challenges and Accomplishments:

Areas of Strengths:

RECEIVED

04 SEP 2025

Development:

Rated By : Jaimy Mantong
Printed Name & Signature

Date : 04-12-25
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee : Michael M. Delos Reyes
Printed Name & Signature

Date : 05 05 2025
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by : Mr. Miguelito P. Bernal Jr.
General Manager - SMC
Date Signed : _____
mm / dd / yy

Noted by : Ma. Christina G. Co
OIC/Assistant HR Head
Date Signed : _____
mm / dd / yy

President's Signature : _____
Date Signed : _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 01/13/25 Present Rate: P540.00/day
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: 9/2/25
Human Resource Department

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

P2

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

Date Received	Date Completed	Remarks Signature