



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : MONFORTE SAMITA CULLANAN Date of Rating: September 15, 2025

Location (Kindly check) ☐ Head Office ☐ Plant SPI

Rating Period From June 05, 2025 To : September 12, 2025

mm / dd / yy mm / dd / yy

Department: HR DEPARTMENT

Location: RGC ISABELA

Position: HR ASSOCIATE

Purpose of Rating (Kindly check)

☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others

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.	7
Remarks: need to improve her knowledge and she need to study the different facet of hr.					
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.	27
Remarks: She was able to cope with the assigned task but she need to improve her time management to handle multiple task.					
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
Remarks: she knows her task and priorities however she is forgetful					
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: she show willingness & commitment to any task assigned to her					
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
Remarks: she can engage on effective communication					
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.	10
Remarks: No records of tardiness					
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.	9
Remarks: No records of any safety violations					
TOTAL					77

Previous Challenges and Accomplishments:

SHE EASILY LEARN THE PAYROLL PROCESS AND HOW TO DRAFT NOTICES

Areas of Strengths:

RECEIVED
23 SEP 2025

Areas of Weaknesses / Development:

HAVE THE INITIATIVE TO LEARN THE OTHER HR FACETS
FORGETFUL
EASILY DISCOURAGED WHEN SHE MAKES MISTAKES

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

Comments:

Rated By

SHEENA GUZMAN
MOVING HR ASSOCIATE-NORTH
Date 09/15/2025

Acknowledged by

SAMITA MONFORTE
HR ASSOCIATE, ISABELA
Date: 9/17/2025

Approved by

Date Signed

mm / dd / yy

Noted by

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: June 05, 2025
mm / dd / yy

Present Rate:

September 12, 2025

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position: _____

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by

Human Resource Department

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy

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

Date Received	Date Completed	Remarks
		Signature