



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **BAUTISTA MARK ANTHONY**

Date of Rating: mm / dd / yy

Location (Kindly check) : ☒ Head Office ☐ Plant

Rating Period : Dec. 23, 2025 to: March 23, 2026
mm / dd / yy mm / dd / yy

Department: Operations
Plant: SPI CEBU

Purpose of Rating : (Kindly check)

Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: THIRD 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.	5
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.	30
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	5
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.	9
5. COOPERATION:	Always cooperative 9 to 10 pts.	Usually cooperative 8 pts.	Sometimes cooperative 5 to 7 pts.	Rarely cooperative 1 to 4 pts.	9
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.	9
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
TOTAL					75

Previous Challenges and Accomplishments:

- Prioritizes urgent repairs while balancing routine maintenance task efficiently

Areas of Strengths:

- Good in teamwork
- Works well with others

Areas of Weaknesses / Development:

- Task should be completed within the right time.
- Goes beyond assigned task and takes action without waiting for direction.

Rated By

: Josue R. Enriquez
Printed Name & Signature

Employee

: MARK ANTHONY BAUTISTA
Printed Name & Signature

Date

: March 19, 2026

(mm / dd / yy)
of PER discussion with
Employee by Rater

Date

: _____
(mm / dd / yy)

of PER submitted by Ratee

COMPUTATIONS:

Approved by

: ACE RIVERA

Date Signed

: 03/26/2026

mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: December 23, 2025 Present Rate: 540.00
mm / dd / yy

Date Appointed

to Present Position: MAINTENANCE

Amount of

Increase: _____

Date of Last

Increase: _____

mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by:

Approved Recommended Rate

Approved Recommended Position

Effectivity Date

mm / dd / yy

dlr
Human Resource Department

P2

PER RATING

90-100

DESCRIPTION

Outstanding

75-89

Above Average

50-74

Average

49 below

Below Average

Date
Received

Date
Completed

Remarks
Signature