



# MINDBRIDGE RESOURCES CORPORATION

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **MONLEON MARVIN P**  
Family Name, First Name M. I.

Date of Rating: **November 12, 2025**  
mm / dd / yy

Location (Kindly check) : ☐ Head Office ☒ Plant

Rating Period : **8/19/2025** to: **November 2025**  
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:

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 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 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.                                                             | 30 pts. |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 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.                                                                              | 8 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 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.                                                   | 8 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 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 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 6. ATTENDANCE & PUNCTUALITY:     | Tardiness w/n 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.                                               | 7 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| 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 2infractons against our safety/ housekeeping rules<br>1 to 4 pts. | 9 pts.  |
| Remarks :                        |                                                                                         |                                                                                           |                                                                                                |                                                                                                    |         |
| TOTAL                            |                                                                                         |                                                                                           |                                                                                                |                                                                                                    | 77 pts. |

Previous Challenges and Accomplishments:

COMPLETE ASSIGNED OPERATIONAL TASK WITH MINIMAL SUPERVISION.

Areas of Strengths:

PERFORM DUTIES WITH ACCEPTABLE ACCURACY AND CONSISTENCY.

RECEIVED

06 FEB 2026

Areas of Weaknesses / Development:

INCREASING INITIATIVE WILL CONTRIBUTE TO OPERATIONAL EFFICIENCY.

Rated By : SEAN W. MATHEWS  
Printed Name & Signature

Employee : [Signature]  
Printed Name & Signature

Date : 11 / 10 / 17  
( mm / dd / yy )  
of PER discussion with  
Employee by Rater

Date : \_\_\_\_\_  
( mm / dd / yy )  
of PER submitted by Ratee

COMPUTATIONS:

77

Approved by : JK MADRILIAN Date Signed

11/25/25  
mm / dd / yy

Approved by : \_\_\_\_\_ Date Signed

mm / dd / yy

President's Signature : \_\_\_\_\_ Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 08/19/2025 Present Rate: P 560.52  
mm / dd / yy

Date Appointed  
to Present Position: Bullet Truck Driver

Amount of  
Increase: \_\_\_\_\_

Date of Last

Increase: \_\_\_\_\_  
mm / dd / yy

New Rate: \_\_\_\_\_

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : \_\_\_\_\_

Reviewed by:

[Signature]  
Human Resource Department

Approved Recommended Rate : \_\_\_\_\_

Approved Recommended Position : \_\_\_\_\_

Effectivity Date : \_\_\_\_\_  
mm / dd / yy

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

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