



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

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

Location (Kindly check) : 0

Rating Period : 8/18/2025 to: February 15, 2026
mm / dd / yy mm / dd / yy

Date of Rating: Jan 13, 2026

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. 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.	8 pts.
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.	32 pts.
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8 pts.
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 pts.
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 pts.
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.	7 pts.
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules 5 to 7 pts.	Had an accident or had more than 2 infractions against our safety/ housekeeping rules 1 to 4 pts.	9 pts.
TOTAL					80 pts.

Previous Challenges and Accomplishments:

MANAGED MULTIPLE TASK AND DEADLINE EFFICIENTLY WHILE SUPPORTING SMOOTH DAILY DEPARTMENT OPERATIONS.

Areas of Strengths:

STRONG TIME MANAGEMENT RELIABILITY IN COMPLETING TASK, AND EFFECTIVE COORDINATIONS WITH TEAM MEMBERS.

Areas of Weaknesses / Development:

NEED FURTHER IMPROVEMENT PRIORITIZATION UNDER PRESSURE ENHANCEMENT
COMMUNICATION AND ADVANCE PLANNING SKILLS.

Rated By

: SEAN W. WATERS
Printed Name & Signature

Employee

: MARTIN MONTON
Printed Name & Signature

Date

: 02/10/2026
(mm / dd / yy)
of PER discussion with
Employee by Rater

Date

: 02-10-2026
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

80

Approved by

: ARE MITCHELL
Printed Name & Signature

Date Signed

Feb 10, 2026

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
		HERE SIGN