



MINDBRIDGE RESOURCES CORPORATION PERFORMANCE EVALUATION REPORT FORM

Name of Employee: **CUNAHAN, MILDRED SANTOS**
Location (Kindly check): ☒ Head Office ☐ Plant ☐ BPI
Rating Period: From **August 31, 2025** To **November 28, 2025**
Purpose of Rating (Kindly check): ☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others
Date of Rating: **August 01, 2025**
Department: **OPERATIONS**
Location: **North Hub, San Dimas**
Position: **BRANCH ACCOUNTANT**

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
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
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	7
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
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
6. ATTENDANCE & PUNCTUALITY:	Tardiness with the allowable no. or less. 9 to 10 pts.	With written warnings (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
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
TOTAL					81

Previous Challenges and Accomplishments:

* **Quality of Work** - Still needs to improve knowledge and maintain consistency in work.

Areas of Strengths:

* **Adaptability** - performs adequately and responds easily to assigned tasks.

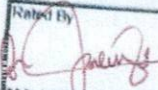
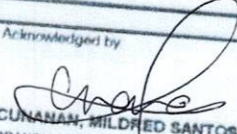
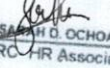
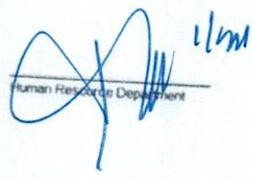
Areas of Weaknesses / Development:

* **Time Management** - Punctuality needs improvement to avoid habitual lateness
* **Attitude & Professionalism** - Requires further guidance & development in professional interaction with other individuals or departments concerning work matters.

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

RECEIVED

31 JAN 2026

Rated By  MA. LUISA RICALDE Branch Accountant Supervisor Date: _____	Acknowledged by  CUNANAN, MILDRED SANTOS BRANCH ACCOUNTANT
Approved by  GERRARD BONGCALLES Assets Supply and Management Manager Date Signed: <u>10/15/24</u> mm / dd / yy	Noted by  SARAH D. OCHOA MRC - HR Associate Date Signed: <u>10/01/25</u> mm / dd / yy
EMPLOYEE DETAILS Date Hired: <u>June 02, 2023</u> Present Rate: 15,000.00 (MONTHLY) mm / dd / yy Date Appointed to Present Position: _____ Amount of Increase: _____ Date of Last Increase: _____ mm / dd / yy New Rate: _____	
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT Nature of Recommendation: _____ Approved Recommended Rate: _____ Approved Recommended Position: _____ Effectivity Date: _____ mm / dd / yy Reviewed by:  Human Resource Department	

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

Date Received	Date Completed	Remarks Signature