



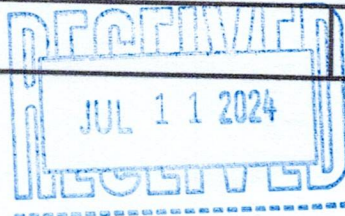
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: RAESSELLE FIGUEROA Date of Rating: 10/07/2024 Date Hired: 05/02/2024
Position: HR ASSOCIATE (RECRUITMENT)
Location: SMC SAN SIMON Department: HRD
Rating Period:
Purpose of Rating: REGULARIZATION

Instruction: 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.	Has required knowledge of own & related work.	Has required knowledge of own work only.	Needs additional instruction and guidance.	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	35
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks :				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
5. COOPERATION	Always	Usually	Sometimes	Rarely	8
	cooperative	cooperative	cooperative	cooperative	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
Remarks :					
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/n the allowable no. or less.	With written warning/s	With one (1) day suspension	With 3 days suspension.	9
		(1st Offense)	(2nd Offense)	(3rd Offense)	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
Remarks :					
7. SAFETY AND / OR HOUSEKEEPING	No record of t/infracton against our safety/ housekeeping rules	No record of accident but w/ 1 infracton against our safety/ housekeeping rules	No record of accident but w/ 2 infracton against our safety/ housekeeping rules	Had an accident or had more than 2 infractons against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks :				
TOTAL					86



Previous Challenges and Accomplishments:

SOURCING APPLICANT FOR ADMIN

Areas of Strengths:

CAN HANDLE PRESSURE AND CHALLENGES IN RECRUITING

Areas of Weaknesses / Development:

WING OUT FOR THE JOB POSTING NEEDED

Rated By : EMILYN MEDINA
Printed Name & Signature

Date : JULY 10, 2024
(mm / dd / yy)

Acknowledged By:

Employee Name : Raesselle E. Figueroa
Printed Name & Signature

Date : July 10, 2024
(mm / dd / yy)

RECOMMENDATIONS: FOR REGULARIZATION
SALARY INCREASE

Approved by : _____ Date Signed _____
mm / dd / yy

Approved by : _____ Date Signed _____
mm / dd / yy

President's Signature : _____ Date Signed _____
mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ Present Rate: _____
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 : REGULARIZATION

Reviewed by:

Approved Recommended Rate : ADDITIONAL 10%

Human Resource Department

Approved Recommended Position : SAME

Effectivity Date : AUGUST 03, 2024
mm / dd / yy

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

Passing Rate

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, 15 August 2024 3:15 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_C. Sol, R. Figueroa, T. Galang and A. Delos Santos
Attachments: REGULARIZATION_C. Sol, R. Figueroa, T. Galang and A. Delos Santos.pdf

Hi Tin,
Good day!

Kindly draft and release NOPA addressed to the following Plant HR's for their **REGULARIZATION**. Details are as follows;

15/08/2024						
LOCATION	DATE HIRED	REGULARIZATION DATE	FULL NAME	POSITION	CURRENT SALARY	RECOMMENDED INCREASE
SNC San Simon	January 22, 2024	July 20, 2024	Christine Sol	HR Associate	15,000.00 • L.A	Additional 1,000
SNC San Simon	February 05, 2024	August 01, 2024	Racelle Figueroa	HR Associate	14,000.00 • L.A	Additional 1,000
GRUPE N	February 07, 2024	August 03, 2024	Tinie Galang	HR Generalist	18,000.00 • L.A	Additional 1,000
RGC Dasma	February 14, 2024	August 12, 2024	Angelita Delos Santos	HR Associate	15,000.00 • L.A	Additional 1,000

Prepared By: Maricris Ariola

Approved By: Krishia Garcia

NOTE: EFFECTIVITY: REGULARIZATION DATE

Attached are their Assessment for your reference. Have Ma'am Krish sign the NOPA once accomplished.

15/08/2024

LOCATION	DATE HIRED	REGULARIZATION DATE	FULL NAME	POSITION	CURRENT SALARY	RECOMMENDED INCREASE	APPROVED INCREASE
SMC San Simon	January 22, 2024	July 20, 2024	Christine Sol	HR Associate	15,000.00 + L.A	Additional 1,000	
SMC San Simon	February 05, 2024	August 03, 2024	Raessle Figueroa	HR Associate	14,000.00 + L.A	Additional 1,000	
GRIPEN	February 07, 2024	August 05, 2024	Trixie Galang	HR Generalist	18,000.00 + L.A	Additional 1,000	
RGC Dasma	February 14, 2024	August 12, 2024	Angelika Delos Santos	HR Associate	15,000.00 + L.A	Additional 1,000	

Prepared By: Maricris Ariola

8/15/24

Approved By: Krishna Marib Garcia

NOTE: EFFECTIVITY: REGULARIZATION DATE