

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Friday, July 12, 2024 4:11 PM
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'; 'orlando.campos@mindbridgeresources.ph'
Subject: REGULARIZATION_Ramon Calimquim_Employee and Labor Relation Associate
Attachments: REGULARIZATION_Ramon Calimquim.pdf

Hi Tina,

Kindly draft and release NOPA addressed to **Mr. Ramon Calimquim**, Employee and Labor Relation Associate. for his regularization with **P2500** salary increase effective **July 13, 2024**.

Please see the attached Assessment form for your reference.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, RPh, DPO
HR- Employee And Labor Relation Officer
09998821548 / 638-0660 loc. 107
22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City





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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: RAMON CALIMQUIM JR **Date of Rating:** 7/11/2024 **Date Hired:** 1/15/2024
Position: Employee And Labor Relation Associate
Location: MRC H.O **Department:** Labor
Rating Period: February 2024 - June 2024
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 : HAS ENOUGH KNOWLEDGE ABOUT LABOR					
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36	
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.		
	Remarks : MAKE EVERY EFFORT TO BE PRODUCTIVE					
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10	
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
	Remarks : WILLING TO TAKE OVER OTHER TEAM'S PENDING					
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	10	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks : ALWAYS WILLING TO LEARN NEW THINGS					
5. COOPERATION	Always	Usually	Sometimes	Rarely	10	
	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.	10	
		{1st Offense}	{2nd Offense}	{3rd Offense}		
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.		
Remarks : ALWAYS EARLY , NO RECORD OF LATES						
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 2infractons against our safety/ housekeeping rules	9	
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.		
	Remarks :					
				TOTAL	93	

Previous Challenges and Accomplishments:

Areas of Strengths:

ATTENDANCE
 * WILLINGNESS TO LEARN MORE
 * COOPERATION AND DEDICATION TO CITY

Areas of Weaknesses / Development:

Rated By : <u>MARTINE ARIDLA</u> Printed Name & Signature Date : <u>7/11/24</u> (mm / dd / yy)	Acknowledged By: _____ Employee Name : <u>Ramon J. Calingquin Jr.</u> Printed Name & Signature Date : <u>7/11/2024</u> (mm / dd / yy)
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RECOMMENDATIONS:

FOR REGULARIZATION WITH 2,500 CARRY INCREASE

Approved by : _____	Date Signed : <u>7/12/24</u> mm / dd / yy
Approved by : _____	Date Signed : _____ mm / dd / yy
President's Signature : _____	Date Signed : _____ mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: _____ mm / dd / yy	Present Rate: _____	Amount of Increase: _____
Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy
		New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____	Reviewed by: _____
Approved Recommended Rate : _____	Human Resource Department
Approved Recommended Position : _____	
Effectivity Date : _____ mm / dd / yy	

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

Passing Rate