

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Thursday, July 18, 2024 11:33 AM
To: 'macristina.co@mindbridgeresources.ph'; 'anson.ponce@regasco.ph'; 'marivic.uy'; 'krishia.garcia'; 'orlando.campos@mindbridgeresources.ph';
Cc: REGULARIZATION_R. Manansala and M. Baldonado_IC_RGC Cabanatuan
Subject: REGULARIZATION_Raven Manansala.pdf; REGULARIZATION_Michael Dve Baldonado.pdf
Attachments:

Hi Tina,

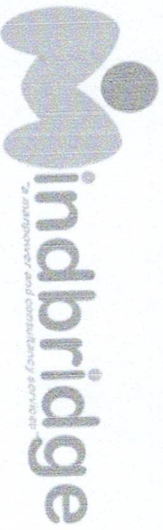
Kindly draft and release the NOPA addressed to **Mr. Raven Manansala** and **Mr. Michael Dave Baldonado**, Inventory Controller at RGC Cabanatuan, for their regularization with a **P500** salary increase each, effective **July 30, 2024**.

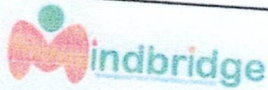
Please see the attached Assessment form for your reference.

Thank you and Keep Safe!

Regards,

Maricris (Cris) Ariola, RPO
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: RAVEN MANANSALA Date of Rating: 7/15/2024 Date Hired: 2/1/2024
Position: IC
Location: CABANATUAN Department:
Rating Period:
Purpose of Rating: 6 mos.

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.	37
	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.	8
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	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.	8
		(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 infraction against our safety/ housekeeping rules	No record of accident but w/ 2 infraction against our safety/ housekeeping rules	Had an accident or had more than 2 infractions against our safety/ housekeeping rules	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks:				
TOTAL				87	
Previous Challenges and Accomplishments:					
Areas of Strengths:					
Areas of Weaknesses / Development:					

ENDORSED

TP TIN
18 JUL 2024

Rated By :

Printed Name & Signature

Date

07/15/24
(mm / dd / yy)

Acknowledged By:

Employee Name :

Monansala, Raven Angelo

Date

07/15/24
(mm / dd / yy)

RECOMMENDATIONS:

Approved by :

Date Signed

07/18/24
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:

17,100

Amount of Increase:

500 -

Date Appointed to Present Position:

Date of Last Increase:

mm / dd / yy

New Rate:

17,500

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation :

REGULARIZATION

Reviewed by:

Approved Recommended Rate :

ADDITIONAL \$500

Approved Recommended Position :

SAME

Effectivity Date :

07-30-24
mm / dd / yy

Human Resource Department

7/18/24

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

Passing Rate