



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee

FERIL RAVEN ABIGAIL

Date of Rating: October 7, 2025Location (Kindly check): ☐ Head Office ☐ PlantRating Period: From July 17, 2025To: September 30, 2025

Purpose of Rating (Kindly check)

☐ Regular Rating ☐ Completion of Probationary / Qualification Period☐ Promotion☒ Others: THIRD MONTH EVALUATION

Department

HR DEPARTMENT

Location

ROC JLOCOS SUR

Position

HR ASSOCIATE

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
Remarks: NEEDS TO IMPROVE HER KNOWLEDGE AND LEARNING REGARDING HR FACETS.					
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 10 pts	30
Remarks: she was able to cope with the assigned task. She needs to improve her time management to handle multiple tasks.					
3. INITIATIVE:	Always 9 to 10 pts	Usually 7 to 8 pts	Sometimes 5 to 6 pts	Rarely 1 to 4 pts	8
Remarks: Sometimes she needed to follow up regarding her task, for what is the status of them.					
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
Remarks: Sometimes she shows willingness, but one time, I received a message from her colleague, and she said, "tinatamad ako"					
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
Remarks: Sometimes she can engage in effective communication					
6. ATTENDANCE & PUNCTUALITY:	Tardiness with 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	9
Remarks: No records of tardiness					
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
Remarks: No records of any safety violations					
TOTAL					80

RECEIVED

18 OCT 2025

Previous Challenges and Accomplishments:
SHE EASILY LEARN THE PAYROLL PROCESS AND HOW TO DRAFT NOTICES

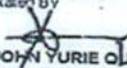
Areas of Strengths:

Areas of Weaknesses / Development:

HAVE THE INITIATIVE TO LEARN THE OTHER HR FACETS
BE MORE CAUTIOUS ON BEHAVIOR OR THE WAY OF APPROACHING OTHERS, OFTEN THEY MISINTERPRET THEM

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

Comments:

Rated By

JOHN YURIE QUINTO
ROVING HR ASSOCIATE-NORTH
Date:

Acknowledged by

RAVEN ANGEL PERIL
HR ASSOCIATE - ILOCOS SUR
Date: October 7, 2025

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

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

EMPLOYEE DETAILS:

Date Hired: 7/17/2025
mm / dd / yy
Date Appointed
to Present Position: HR Associate

Present Rate: _____

Amount of
Increase: _____
Date of Last
Increased: _____
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 :  10/16/25
Human Resource Department

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

Date Received	Date Completed	Remarks Signature