



MINDBRIDGE RESOURCES CORPORATION
PERFORMANCE EVALUATION REPORT FORM

Date: Wed. Jan 17, 2025

Resigning

Name of Employee Garces, Rialyn C.

Family Name

First Name

M I

Date of Rating

mm / dd / yy

Location (Kindly check) Calaca Plant

Department Direct-MB

Rating Period

From 01/27/2025

To 04/27/2025

Plant Calaca

Position HR Associate

Purpose of Rating

(Kindly check)

☐ Regular Rating

☐ Completion of Probationary / Qualification Period

☐ Promotion

☒ Others 3rd Month Evaluation

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.	9
	Remarks :				
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.	36
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
	Remarks :				
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 :				
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 :				
6. ATTENDANCE & PUNCTUALITY:	Tardiness w/in 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 :				
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.	10
	Remarks :				
	TOTAL				

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development

Hired By

Printed Name & Signature

Employee

Printed Name & Signature

Date

(mm / dd / yy)

of PE Rating with
Employee by Rater

Date

(mm / dd / yy)

of PE Rating by Rater

COMPUTATIONS

Approved by

Ms. Ma Christina G. Co
ORC/Assistant HR Head

Date Signed

(mm / dd / yy)

President's Signature

Date Signed

(mm / dd / yy)

EMPLOYEE DETAILS

Date Hired 01/27/25 Present Rate Same
(mm / dd / yy)

Date Appointed

to Present Position n/a

Amount of

Increase

Date of Last

Increase

(mm / dd / yy)

New Rate

Same Rate

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

Reviewed by

Approved Recommended Rate

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

Date Received	Date Completed	Remarks Signature



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Garces, Rialyn C.

Family Name,

First Name

M. I.

Location (Kindly check): Calaca Plant

Date of Rating: _____
mm / dd / yy

Rating Period : From 01/27/2025
mm / dd / yy

To: 04/27/2025
mm / dd / yy

Department Direct-MB

Plant: Calaca

Position: HR Associate

Purpose of Rating : (Kindly check)

☐ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 3rd Month Evaluation

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.	9
	Remarks :				
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.	36
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	Remarks :				
				TOTAL	88 / 10

Previous Challenges and Accomplishments:

Areas of Strengths:

reas of Weaknesses / Development:

Rated By: Ma. Christina Co
Printed Name & Signature

Date: 4/10/2025
(mm / dd / yy)
of PER discussion with
Employee by Rater

Employee: _____
Printed Name & Signature

Date: _____
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

Approved by: Ma. Christina Co Date Signed: 4/10/2025
Ms. Ma. Christina G. Co
OIC/Assistant HR Head
mm / dd / yy

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

EMPLOYEE DETAILS:

Date Hired: 01/27/25 Present Rate: Same
mm / dd / yy

Date Appointed
to Present Position: n/a

Amount of
Increase: _____
Date of Last
Increase: _____
mm / dd / yy

New Rate: _____ Same 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

P2

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

Date Received	Date Completed	Remarks Signature