

**maricris.ariola@mindbridgeresources.ph**

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**From:** maricris.ariola@mindbridgeresources.ph  
**Sent:** Thursday, May 23, 2024 3:14 PM  
**To:** macristina.co@mindbridgeresources.ph  
**Cc:** 'Krishia Garcia'; 'anson.ponce'; 'Marivic Uy'  
**Subject:** ROBERT MACAPANAS REGULARIZATION  
**Attachments:** Robert Macapanas Assessment for Regularization.pdf

Hi Tin,

Please prepare NOPA addressed to Mr. Robert Macapanas, Operational Process and Documentation Analyst for his regularization.

**Thank you and Keep Safe!**

**Regards,**

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





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

## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** ROBERT MACAPANAS **Date of Rating:** **Date Hired:** 12/4/2024  
**Position:** OPERATIONAL PROCESS AND DOCUMENTATION ANALYST  
**Location:** RGC HEAD OFFICE **Department:** AUDIT  
**Rating Period:** APRIL 2024 TO MAY 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.                                           | 9      |
|                                 | 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                                                                               | 9      |
|                                 | 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                                                          | Usually                                                                          | Sometimes                                                                        | Rarely                                                                               | 9      |
|                                 | cooperative                                                     | cooperative                                                                      | cooperative                                                                      | cooperative                                                                          |        |
|                                 | 9 to 10 pts.                                                    | 8 pts.                                                                           | 5 to 7 pts.                                                                      | 1 to 4 pts.                                                                          |        |
| 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.                                                                          |        |
| 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 2infractions 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:

able to deliver the expectations regarding SOP

Areas of Strengths:

Knowledge & experience in creating SOP & manuals

Areas of Weaknesses / Development:

Rated By

Printed Name & Signature

Date

(mm / dd / yy)

Acknowledged By:

Employee Name

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

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: \_\_\_\_\_  
mm / dd / yy

Present Rate: \_\_\_\_\_

Amount of Increase: \_\_\_\_\_

Date of Last Increase: \_\_\_\_\_  
mm / dd / yy

Date Appointed to Present Position: \_\_\_\_\_

Annual

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

ENDORSED

TO TN FOR NGRA

23 MAY 2024

*[Signature]*



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

## PERFORMANCE EVALUATION REPORT FORM

**Name of Employee:** ROBERT MACAPANAS **Date of Rating:** 3/20/2024 **Date Hired:** 12/4/2023  
**Position:** OPERATIONAL PROCESS AND DOCUMENTATION ANALYST  
**Location:** RGC Head Office **Department:** AUDIT  
**Rating Period:** Jan 2024 - March 2024  
**Purpose of Rating:** 3rd Month Evaluation

**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.                                                    | 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                                                                   | 8      |
|                                 | 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.                                                                          |        |
| 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                                                                                | 85     |

Previous Challenges and Accomplishments:

Areas of Strengths:

very organized, proactive.

Areas of Weaknesses / Development:

Rated By :

Printed Name & Signature

Date :

( mm / dd / yy )

Acknowledged By:

Employee Name :

Printed Name & Signature

Date :

( mm / dd / yy )

RECOMMENDATIONS:

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:

mm / dd / yy

Present Rate:

Amount of Increase:

Date of Last Increase:

mm / dd / yy

Date Appointed to Present Position:

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       |
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Passing Rate