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From: maricris.ariola@mindbridgeresources.ph
Sent: Friday, 10 January 2025 4:15 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'krishia.garcia@mindbridgeresources.ph'
Subject: REGULARIZATION_Mary Grace Obrero AND Rolenzo Perocho_RGC H.O
Attachments: REGULARIZATION_Mary Grace Obrero_Social Media Content Producer_RGC H.O(1).pdf; REGULARIZATION_Rolenzo Perocho_Multimedia Assistant_RGC H.O.pdf

Hi Tin,

Kindly draft and release NOPA addressed to **Mr. Rolenzo Jose Perocho and Ms. Mary Grace Obrero** for their regularization effective **on their regularization date.**

Please see the attached Assessment form for your reference.

Thank you and Keep Safe!

Regards,

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





ENDORSED

10 JAN 2025

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

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: ROLLENZO JOSE PEROCHO Date of Rating: Date Hired: July 18, 2024
Position: MULTIMEDIA ASSISTANT
Location: RGC H.O Department: SOCIAL MEDIA
Rating Period: JUNE 2024 - DECEMBER 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: Although lacking sufficient experience in labor, she consistently demonstrates a willingness to learn.				
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: alerto sa trabaho alam kung ano ang dapat gawin				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks: Shows initiative in every task that requires attention.				
4. DEDICATION TO DUTY	Always dedicated to duty.	Usually dedicated to duty.	Sometimes dedicated to duty.	Rarely responds to company needs.	9
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks: lagi naman gumagawa ng trabaho ng mayas				
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: sumusunod naman sa lahat ng puapagawa				
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.	
Remarks: With minimal time off due to personal matters apaw - apaw naman pumapalok					
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: no records at maayos sa pagiging				
Previous Challenges and Accomplishments:				TOTAL	85

Areas of Strengths:

Know what should be prioritized based on urgency. Proactive and reliable.

Areas of Weaknesses / Development:

Apalin pa lalo ang software. Bilisan pa lalo.

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
49 below	Below Average

Passing Rate