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From: maricris.ariola@mindbridgeresources.ph
Sent: Monday, 16 September 2024 12:10 pm
To: 'macristina.co@mindbridgeresources.ph'
Cc: 'Krishia Garcia'
Subject: REGULARIZATION_R. Pamoceno, F. Banda and J. Noche_PA2 and IC
Attachments: REGULARIZATION_R. Pamoceno, F. Banda and J. Noche_PA2 and IC.pdf

Hi Tin,

Kindly draft and release NOPA addressed to the following for their regularization.

1. **Rommel Pamoceno** - Additional 1000 effective Sep 01, 2024
2. **Francis Joshua Banda** - Additional 1000 effective Aug 31, 2024
3. **James Ryan Noche** - Additional 1000 effective Aug 28, 2024

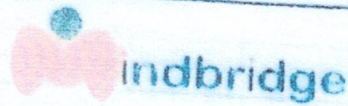
Attached herewith their performance assessment for your reference.

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





Indbridge is a subsidiary of the Indus Group of Companies. It is a leading provider of engineering, procurement and construction services for the oil and gas industry.

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Bumel Pamoche Date of Rating: August 19, 2024 Date Hired: March 5, 2024
 Position: IAE
 Location: Pinnacle Plant Department: Audit
 Rating Period: 6 months
 Purpose of Rating: 6 months

Instructions: Read and review notes applicable 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
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.	15
3. INITIATIVE	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8
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.	9
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
6. ATTENDANCE & PUNCTUALITY	Tardiness w/n 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
7. SAFETY AND / OR HOUSEKEEPING	No record of violation 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
TOTAL					86

Previous Challenges and Accomplishments:

Areas of Strengths:

*Masipat, hindi siya takot o nagdadalawang isip magreport o gawin ang kanyang trabaho.

Areas of Weaknesses / Development:

*Masipat, hindi siya takot o nagdadalawang isip magreport o gawin ang kanyang trabaho.

Rated By

Printed Name & Signature

8-19-24

(mm / dd / yy)

Acknowledged By

Employee Name

Printed Name & Signature

Date

9-8-24

(mm / dd / yy)

RECOMMENDATIONS

*Hagap muna, iwasan ang pag absent lalo na kung hindi importante ang dahilan.

*Wag pansin sa likha ng sinasabi ng mga tao sa paligid, gawin lamang ng tama ang trabaho.

Approved by

Date Signed

8/22/24

(mm / dd / yy)

Approved by

Date Signed

(mm / dd / yy)

President's Signature

Date Signed

(mm / dd / yy)

EMPLOYEE DETAILS:

Date Hired

7/5/24

(mm / dd / yy)

Present Rate:

19,000

Amount of Increase:

1,000 8/8

Date of Last Increase:

(mm / dd / yy)

Date Appointed to Present Position:

New Rate:

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation

REGULARIZATION

Reviewed by:

Approved Recommended Rate

ADDITIONAL 1000

Approved Recommended Position

GAME

Effectivity Date

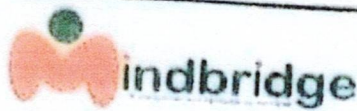
09-01-2024

(mm / dd / yy)

Human Resource Department

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

Pending Rate



22nd Floor Strata 100, J. Ortigas Jr. Road, San Antonio, Pasig City
615 06 60 106

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: Rommel Pamoceno Date of Rating: August 19, 2024 Date Hired: March 5, 2024
Position: PA2
Location: Pinnacle Plant Department: Audit
Rating Period: 6 months
Purpose of Rating:

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.	11
	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.	9
	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.	
Remarks :					
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				86	

Previous Challenges and Accomplishments:

Areas of Strengths:

*Mareport, Hindi siya takot o nagdadalaawang isip magreport o gawin ang kanyang trabaho.

Areas of Weaknesses / Development:

*Mejo mainitin ang ulo.

Rated By

Printed Name & Signature

Date

8-19-24
(mm / dd / yy)

Acknowledged By:

Employee Name :

Printed Name & Signature

Date

(mm / dd / yy)

RECOMMENDATIONS:

*Hangat maari iwasan ang pag absent lalo na kung hindi importante ang dahilan.

*Wag pansinin lahat ng sinasabi ng mga tao sa paligid, gawin lamang ng tama ang trabaho.

Approved by

Date Signed

8/20/24
mm / dd / yy

Approved by

Date Signed

mm / dd / yy

President's Signature

Date Signed

mm / dd / yy

EMPLOYEE DETAILS:

Date Hired: 3/5/24
mm / dd / yy

Present Rate: 19,000

Amount of Increase:

1,000 8/8

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

Passing Rate

PER RATING

DESCRIPTION

90-100

Outstanding

75-89

Above Average

50-74

Average

49 below

Below Average