

MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

REAL TIME GPS TRACKER

Date hired: Nov 29, 2024
for wage deduction /
no more in
regression

Name of Employee: Matira, Rose Ann Macalindong M. I.
Family Name: Matira First Name: Rose Ann
Location (Kindly check): SPI Calaca Plant To: 02/28/25
Rating Period: From 29/11/2024 mm / dd / yy To: 02/28/25 mm / dd / yy
Purpose of Rating: (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 3rd Month Evaluation

Regular Rating <u>1</u> Completion of Probationary / Qualification					
Instructions: Please review notes on Guide to Performance Appraisal before accomplishing this form					POINTS
FACTORS	RATING				
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 :				
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	31
	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 within 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/infracton aganst our safety/ housekeeping rules 9 to 10 pts	No record of accident but w/ 1 infracton against our safety/ housekeeping rules 8 pts	No record of accident but w/ 2 infracton aganst our safety/ housekeeping rules 5 to 7 pts	Had an accident or had more than 2 infractons aganst our safety/ housekeeping rules 1 to 4 pts	9
	Remarks :				
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

- Cooperative with team work
- Initiative in work duties



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : Matira, Rose Ann Macalindong Date of Rating: mm / dd / yy
Family Name, First Name M. I.
Location (Kindly check): SPI Calaca Plant Department Logistics
Rating Period : From 29/11/2024 To: 02/28/25 Plant: SPI-Calaca
mm / dd / yy mm / dd / yy Position: Real Time GPS Tracker
Purpose of Rating : (Kindly check)
☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 3rd Month Evaluation

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	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.	31
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	Remarks :				
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
	Remarks :				
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	Remarks :				
TOTAL					81

Previous Challenges and Accomplishments:

Areas of Strengths:

- Cooperative with team logs.
- Initiative in work duties.

Areas of Weaknesses / Development:

- May time na mangay sa ora ng trabaho

Rated By : Jessica D. Marcal
Printed Name & Signature

Employee : _____
Printed Name & Signature

Date : 2-26-24
(mm / dd / yy)
of PER discussion with
Employee by Rater

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

COMPUTATIONS:

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

Mr. Alvin Jhon B. Fornal
Logistics Manager - SPI

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

Ma. Christina G. Co
OIC/Assistant HR Head

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

EMPLOYEE DETAILS:

Date Hired: 11/29/2024 Present Rate: 14,000/Monthly
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

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

Date Received	Date Completed	Remarks Signature