



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : INTAL, RYAN JOSEPH CRUZ Date of Rating: November 02, 2025
Family Name, First Name M. I. mm / dd / yy
Location (Kindly check) : ☐ Head Office ☒ Plant SPI Department: OPERATIONS
Rating Period : From November 02, 2025 To : December 08, 2025 Location: North Hub, San Simon
mm / dd / yy mm / dd / yy Position: CYLINDER REFILLER
Purpose of Rating : (Kindly check)
☒ Regular Rating ☐ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: 4th 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
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
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	9
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
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/h 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 accident/infracton against 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 against our safety/ housekeeping rules. 5 to 7 pts.	Had an accident or had more than 2 infractons against our safety/ housekeeping rules. 1 to 4 pts.	10
TOTAL					89

Previous Challenges and Accomplishments:

Areas of Strengths:

Demonstrates strong discipline and reliability. No recorded late attendance.
Follows safety rules and SOP consistently.

Areas of Weaknesses / Development:

PER RATING	DESCRIPTION	Comments:
90-100	Outstanding	He remains a dependable refiller who contributes positively to daily operations.
75-89	Above Average	
50-74	Average	
49 below	Below Average	

RECEIVED

17 JAN 2026

Rated By : <u><i>S. Atienza</i></u> DANICO MATALOG/JED ATIENZA Assistant Manager Date: <u>1-3-26</u>	Acknowledged by: <u><i>Ricric Creag</i></u> INTAL, RYAN JOSEPH CRUZ CYLINDER REFILLER									
Approved by : <u><i>Ricric Creag</i></u> RICRIC CREAG TERMINAL MANAGER	Date Signed : <u>1-5-26</u> mm / dd / yy									
Noted by : <u><i>S. Atienza</i></u> SARAY D. OCHOA MRC- HR Associate	Date Signed : <u>11/2/25</u> mm / dd / yy									
EMPLOYEE DETAILS: <table style="width: 100%;"> <tr> <td style="width: 33%;">Date Hired: <u>June 11, 2025</u> mm / dd / yy</td> <td style="width: 33%;">Present Rate: <u>14,867.50 (MONTHLY)</u></td> <td style="width: 33%;">Amount of Increase: _____</td> </tr> <tr> <td>Date Appointed to Present Position: _____</td> <td></td> <td>Date of Last Increase: _____ mm / dd / yy</td> </tr> <tr> <td></td> <td></td> <td>New Rate: _____</td> </tr> </table>		Date Hired: <u>June 11, 2025</u> mm / dd / yy	Present Rate: <u>14,867.50 (MONTHLY)</u>	Amount of Increase: _____	Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy			New Rate: _____
Date Hired: <u>June 11, 2025</u> mm / dd / yy	Present Rate: <u>14,867.50 (MONTHLY)</u>	Amount of Increase: _____								
Date Appointed to Present Position: _____		Date of Last Increase: _____ mm / dd / yy								
		New Rate: _____								
FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT <table style="width: 100%;"> <tr> <td style="width: 50%;">Nature of Recommendation : _____</td> <td style="width: 50%;">Reviewed by: <u><i>[Signature]</i></u> Human Resource Department</td> </tr> <tr> <td>Approved Recommended Rate : _____</td> <td></td> </tr> <tr> <td>Approved Recommended Position : _____</td> <td></td> </tr> <tr> <td>Effectivity Date : _____ mm / dd / yy</td> <td></td> </tr> </table>		Nature of Recommendation : _____	Reviewed by: <u><i>[Signature]</i></u> Human Resource Department	Approved Recommended Rate : _____		Approved Recommended Position : _____		Effectivity Date : _____ mm / dd / yy		
Nature of Recommendation : _____	Reviewed by: <u><i>[Signature]</i></u> Human Resource Department									
Approved Recommended Rate : _____										
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