Mindbridge
"a manpower and consultancy services"

Human RESOURCE

PERFORMANCE EVALUATION REPORT FORM

Name of Employee:	RUFFA MAE S. LEUTERIO	**Date of Rating:**	DECEMBER,2025	**Date Hired:**	26 June 2025
Position:	HR-ASSOCIATE				
Location:	RGC-SAN ILDEFONSO	**Department:**	HUMAN RESOURCE		
Rating Period:	SEPTEMBER, 2025 TONOVEMBER ,2025				
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 : May sapat na kaalaman sa mga gawain at kayang isagawa nang maayos				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	37
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks : Consistent sa pagtapos ng tasks				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	8
	9 to 10 pts.	7 to 8 pts.	5 to 6 pts.	1 to 4 pts.	
	Remarks : Ipinapakita ang responsibilidad at dedikasyon sa trabaho.				
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 : Willing mag extend ng oras para matapos ang trabaho				
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 :Nakikipagtungan sa ikaayos ng planta				
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 : On time kung pumasok				
7. SAFETY AND / OR HOUSEKEEPING	*No record of t/infraction 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 : Wala pa naman nalalabag sa safety				
				TOTAL	**87**

RECEIVED
30 JAN 2026

Previous Challenges and Accomplishments:
Computation ng 13th month

Areas of Strengths:
Masipag, maaasahan, at consistent sa maayos na pagtatapos ng mga tasks

Areas of Weaknesses / Development:
Mabilis mataranta

J. Payabyab Rated By : Jessa Payabyab Printed Name & Signature Date :01/23/2026 (mm / dd / yy)	Acknowledged By: Employee Name : RUFFA MAE LEUTERIO Printed Name & Signature Date : : January 24, 2026 (mm / dd / yy)

RECOMMENDATIONS:

FOR REGULARIZATION

Approved by : MARY ANN BLAS Date Signed :01/23/2026
mm / dd / yy

Approved by : ADDITIONAL 1,500 ALLOWANCE Date Signed
mm / dd / yy

President's Signature : 1/20/26 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 : _____

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____ mm / dd / yy

Reviewed by: 1/20
Human Resource Department

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

Passing Rate