



# MINDBRIDGE RESOURCES CORPORATION

## PERFORMANCE EVALUATION REPORT FORM

Name of Employee : **OCHOA, SARAH DUNGO** of Rating: **January 07, 2025**  
Location (Kindly check) : ☐ Head Office ☒ Plant SPI  
Rating Period : From **January 07, 2025** To : **January 25, 2025**  
Purpose of Rating : (Kindly check) ☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others: ☐  
Department: **LOGISTICS**  
Location: **North Hub, San Simon**  
Position: **ADMIN**  
**Associate**

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.                                            | 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.                                                               | 36     |
| 3. INITIATIVE:                   | Always 9 to 10 pts.                                                                  | Usually 7 to 8 pts.                                                                     | Sometimes 5 to 6 pts.                                                                        | Rarely 1 to 4 pts.                                                                                | 7      |
| 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.                                                                    | 9      |
| 6. ATTENDANCE & PUNCTUALITY:     | Tardiness w/in 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.                                                 | 10     |
| 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:

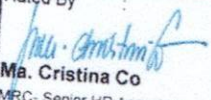
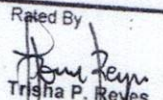
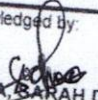
Areas of Strengths:

Reliable and good team player

Areas of Weaknesses / Development:

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

|                                                                                                                                                                              |                                                                                                                                                                       |                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rated By<br><br><b>Ma. Cristina Co</b><br>MRC- Senior HR Associate<br>Date: <u>01-07-25</u> | Rated By<br><br><b>Trisha P. Reyes</b><br>MRC- HR Associate<br>Date: <u>01-07-25</u> | Acknowledged by:<br><br><u>01/07/25</u><br><b>OCHOA SARAH DUNGO</b><br>ADMIN- Associate<br>Date: |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                     |                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Approved by<br><br><b>Ms. Krishia Marie Garcia</b><br>Date Signed: <u>01-07-25</u><br>mm / dd / yy | Noted by<br>_____<br>Date Signed: _____<br>mm / dd / yy |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|

|                                                  |                                |                                                                                      |
|--------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------|
| EMPLOYEE DETAILS:                                |                                |                                                                                      |
| Date Hired: <u>July 30, 2024</u><br>mm / dd / yy | Present Rate: <u>14,000.00</u> | Amount of Increase: <u>1,000.00</u><br>Date of Last Increased: _____<br>mm / dd / yy |
| Date Appointed to Present Position: _____        | New Rate: <u>15,000.00</u>     |                                                                                      |

|                                          |                                                 |  |
|------------------------------------------|-------------------------------------------------|--|
| FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT |                                                 |  |
| Nature of Recommendation: _____          | Reviewed by: _____<br>Human Resource Department |  |
| Approved Recommended Rate: _____         |                                                 |  |
| Approved Recommended Position: _____     |                                                 |  |
| Effectivity Date: _____<br>mm / dd / yy  |                                                 |  |

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

| Date Received | Date Completed | Remarks Signature |
|---------------|----------------|-------------------|
|               |                |                   |
|               |                |                   |
|               |                |                   |