

maricris.ariola@mindbridgeresources.ph

From: maricris.ariola@mindbridgeresources.ph
Sent: Wednesday, 16 April 2025 1:29 pm
To: 'records@mindbridgeresources.ph'
Cc: 'Ma. Christina Co'
Subject: REGULARIZATION - VERONICA MARIE BERMUDO
Attachments: REGULARIZATION_VERONICA MARIE BERMUDO(1).pdf

Hi Ilonah,

Kindly issue NOPA addressed to **Ms. Veronica Marie Bermudo** for her regularization with **3000/mos** salary increase effective on **May 3, 2025**.

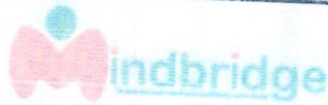
Please see the attached PERF for your reference.

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





22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-80 loc 105

PERFORMANCE EVALUATION REPORT FORM

Name of Employee: VERONICA MARIE A. BERMUDO Date of Rating: 04/15/2025 Date Hired: 11/04/2024
Position: HR ASSOCIATE
Location: GRIPEN SAN SIMON Department: HUMAN RESOURCE
Rating Period: 02/15/2025 - 04/15/2025
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 :				
2. PRODUCTIVITY	Usually exceeds standards.	Meets standards.	Seldom meets standards.	Never meets standards.	36
	36 to 40 pts.	30 to 35 pts.	20 to 29 pts.	1 to 19 pts.	
	Remarks :				
3. INITIATIVE	Always	Usually	Sometimes	Rarely	10
	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.	10
	9 to 10 pts.	8 pts.	5 to 7 pts.	1 to 4 pts.	
	Remarks : Willingness to duty even weekends and holidays just to finish tasks				
5. COOPERATION	Always cooperative	Usually cooperative	Sometimes cooperative	Rarely cooperative	9
	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.	
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				91	

Previous Challenges and Accomplishments:

Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : MA. CHRISTINA G. CO - OIC/ASSISTANT HR HEAD
Printed Name & Signature
Date : 4/15/2025
(mm / dd / yy)

Acknowledged By: VERONICA MARIE A. BERMUDO
Printed Name & Signature
Date : 05/16/25
(mm / dd / yy)

RECOMMENDATIONS:

FOR REGULARIZATION AND SALARY INCREASE OF P3,000 MONTHLY.

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

EMPLOYEE DETAILS:

Date Hired: 11/04/2024 Present Rate: 16,000
mm / dd / yy

Amount of Increase: 3,000

Date of Last Increase: _____
mm / dd / yy

Date Appointed to Present Position: _____

New Rate: 19,000 hrs 4/15/2025

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : REGULARIZATION
Approved Recommended Rate : ADDITIONAL 3,000
Approved Recommended Position : SAME
Effectivity Date : MAY 3, 2025
mm / dd / yy

Reviewed by:

Human Resource Department

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

Passing Rate



22nd Floor Strata 100, F. Ortigas Jr. Road, San Antonio, Pasig City
638-06-60 loc 106

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Areas of Strengths:

Areas of Weaknesses / Development:

Rated By : MA. CHRISTINA G. CO - OIC/ASSISTANT HR HEAD
Printed Name & Signature
Date : 4/15/2025
(mm / dd / yy)

Acknowledged By:

Employee Name : _____
Printed Name & Signature
Date : _____
(mm / dd / yy)

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mm / dd / yy
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mm / dd / yy Present Rate: 16,000

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mm / dd / yy

Date Appointed to Present Position: _____

New Rate: 19,000

pro 4/15/2025

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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