



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

Name of Employee : NARCISO VERGEL A
Family Name, First Name M. I.

Date of Rating: November 12, 2025
mm / dd / yy

Location (Kindly check) : ☐ Head Office ☒ Plant

Department Operations
Plant: SPI CEBU

Rating Period : 8/18/2025 to: November 2025
mm / dd / yy mm / dd / yy

Purpose of Rating : (Kindly check)

☐ Regular Rating ☒ Completion of Probationary / Qualification Period ☐ Promotion ☐ Others:

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.	7 pts
	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.	7/0 pts
	Remarks :				
3. INITIATIVE:	Always 9 to 10 pts.	Usually 7 to 8 pts.	Sometimes 5 to 6 pts.	Rarely 1 to 4 pts.	8 pts
	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 pts
	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 pts.
	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.	7 pts
	Remarks :				
7. SAFETY AND / OR HOUSEKEEPING:	No record of accident/infraction against our safety/ housekeeping rules. 9 to 10 pts.	No record of accident but w/ 1 infraction against our safety/ housekeeping rules. 8 pts.	No record of accident but w/ 2 infraction against our safety/ housekeeping rules. 5 to 7 pts.	Had an accident or had more than 2infractions against our safety/ housekeeping rules. 1 to 4 pts.	9 pts
	Remarks :				
				TOTAL	77 pts.

Previous Challenges and Accomplishments:

COMPLETE ASSIGNED OPERATIONAL TASK WITH MINIMAL SUPERVISION

Areas of Strengths:

PERFORM DUTIES WITH ACCEPTANCE KNOWLEDGE AND CONSISTENCY

RECEIVED

06 FEB 2026

Areas of Weaknesses / Development:

INCREASING INITIATIVE WILL CONTRIBUTE TO OPERATIONAL EFFICIENCY

Rated By : SEAN WARE NARCISSO Employee : Vangel Narciso
 Printed Name & Signature Printed Name & Signature

Date : 11/20/25 Date : 11-28-25
 (mm / dd / yy) (mm / dd / yy)
 of PER discussion with of PER submitted by Ratee
 Employee by Rater

COMPUTATIONS:

77

Approved by : JK MATAQUAN Date Signed : 11/25/25
 mm / dd / yy

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

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

EMPLOYEE DETAILS:

Date Hired: 08/18/2025 Present Rate: P 560.52
 mm / dd / yy

Date Appointed to Present Position: Bullet Truck Driver

Amount of Increase: _____
 Date of Last Increase: _____
 mm / dd / yy

New Rate: _____

FOR HUMAN RESOURCE MANAGEMENT DEPARTMENT

Nature of Recommendation : _____ Reviewed by: [Signature]
 Approved Recommended Rate : _____ Human Resource Department
 Approved Recommended Position : _____

Effectivity Date : _____
 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