



MINDBRIDGE RESOURCES CORPORATION

PERFORMANCE EVALUATION REPORT FORM

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

Date of Rating: Jan. 13, 2026

Location (Kindly check) : **0**
Rating Period : **8/18/2025** to: **January 14, 2026**
mm / dd / yy mm / dd / yy

mm / dd / yy
Department: Operations
Plant: SPI CEBU

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.	8 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.	30 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.	9 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	80 pts.

Previous Challenges and Accomplishments:

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CONSISTENTLY MET PERFORMANCE STANDARDS, MAINTAINED GOOD ATTENDANCE AND FOLLOWED SAFETY AND COMPANY RULES, NO MAJOR ISSUES WERE ENCOUNTERED

Areas of Strengths:

DEMONSTRATED STRONG JOB KNOWLEDGE, RELIABILITY, AND DEDICATION TO DUTY. MAINTAINS GOOD PRODUCTIVITY, COOPERATES WELL WITH COLLEAGUES, AND CONSISTENTLY FOLLOWS SAFETY AND HOUSEKEEPING STANDARDS.

Areas of Weaknesses / Development:

MAY FURTHER IMPROVE EFFICIENCY IN HANDLING COMPLEX TASKS AND CONTINUE DEVELOPING PRO-ACTIVE COMMUNICATION (FIVE)

Rated By : SEAN LOPEZ V. BABELONES

Printed Name & Signature

Employee : Vergel Narciso

Printed Name & Signature

APPROVAL

Date : 01/14/24
(mm / dd / yy)

of PER discussion with
Employee by Rater

Date :
(mm / dd / yy)
of PER submitted by Ratee

COMPUTATIONS:

(Handwritten mark)

Approved by : JOHN KIMBLE MALACA Date Signed

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) 2/9
Human Resource Department

Approved Recommended Rate : _____

Approved Recommended Position : _____

Effectivity Date : _____
mm / dd / yy

P2

PER RATING

90-100

DESCRIPTION

Outstanding

75-89

Above Average

50-74

Average

49 below

Below Average

Date
Received

Date
Comp. Signature

Please
SIGN