

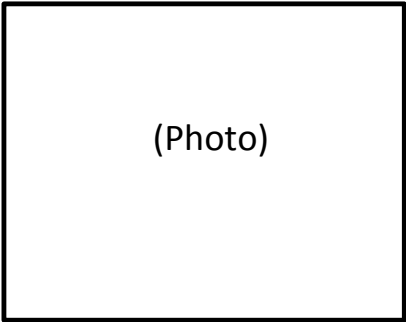
IMPORTANT!

Please return to HRD on or before:



Performance Review - A

Human Resource Department



A. EMPLOYEE'S INFORMATION					
NAME					(Photo)
POSITION					
DEPARTMENT / SECTION					
DATE HIRED					
LOCATION / BRANCH					
PURPOSE OF PERFORMANCE REVIEW		PERFORMANCE REVIEW PERIOD			
	FROM	TO			
ATTENDANCE RECORD	SUMMARY	SALARY DETAILS	CURRENT RATE	LAST INCREASE	
Leave Without Pay		BASIC		Date of Last Increase	
Disapproved Leave		ECOLA / COLA / RIV		Amount of Increase	
Tardiness					
Undertime		ALLOWANCE			
Sick Leave					
Vacation Leave					
Emergency Leave					
Maternity Leave					
Paternity Leave					
B. SUMMARY OF DISCIPLINARY ACTIONS COMMITTED					
ARTICLE	DISCIPLINARY ACTION		SANCTION		
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
	N/A				
C. SUMMARY OF PERFORMANCE SCORE					
CRITERIA	SUMMARY OF PERFORMANCE REVIEW				
A. BUSINESS SKILLS (70%)	0.00%				
B. LEADERSHIP CAPABILITIES (15%)	0.00%				
C. COMPANY VALUES (15%)	0.00%				
Add: +1% Successful project implementation	0.00%				
Less: - 1% Disciplinary actions	0.00%				
PERFORMANCE RATING	0.00%				
REMARKS*	POOR				
D. RECOMMENDATION					
CHANGE IN POSITION / TITLE	FROM				
	TO				
PROPOSED SALARY INCREASE	BASIC				
	ALLOWANCE				
NEW SALARY	BASIC				
	ECOLA / COLA / RIV				
	ALLOWANCE				
	(IN WORDS)				
EFFECTIVITY DATE		NEXT CUT OFF FROM THE APPROVAL OF THE MANAGEMENT			
ACCOMPLISHED BY	RECOMMENDED BY	REVIEWED BY	APPROVED BY	CONFORME	
HR ASSISTANT	DEPARTMENT MANAGER	HR MANAGER	PRESIDENT	EMPLOYEE	

E. BUSINESS SKILLS (70%)					
<i>INSTRUCTION : Kindly rate your subordinate according to the measure listed below. Fill-out the % ACTUAL . Rate your subordinate on a percentile basis; 100% the highest possible rating you can give to your subordinate. No need to write the score.</i>				PERFORMANCE REVIEW	
STRATEGIES	MEASURE	TARGET	WEIGHT	% ACTUAL	SCORE
Efficient compliance audit and operational processes	% efficiency in performing a sound auditing functions and accuracy in applying audit policies and instructions. Technically competent.	100%	9		0
	% efficiency in anticipating, planning, prioritizing work and responsibilities; uses the technology and resources to increase productivity and quality.	100%	7		0
	% Timely reporting or submission of written reports, resolution and feedback on the issues and concerns raised.	100%	8		0
	% gained trust and confidence of Management (Store Manager, Audit Manager/Officers and In-charge). Able to work objectively with auditees and management for the common goal of the organization.	100%	7		0
	% quality of reports, recommendations, outputs and deliverables	100%	8		0
	% exercises objectivity and independence	100%	9		0
	% professional strictness and healthy skepticism	100%	8		0
	% effective in communications such as orientation, briefing and group meeting	100%	7		0
	% good housekeeping and organized work administration	100%	7		0
TOTAL			70		0

F. LEADERSHIP CAPABILITIES (15%)					
<i>INSTRUCTION : Kindly rate your subordinate on the % ACTUAL column according to the following measures: Consistently Exceeds Expectations (96% - 100%); Occasionally Exceeds Expectations (91% - 95%); Meets Expectations (85% - 90%); Rarely Meets Expectations (80% - 84%); Consistently Does Not Meet TExpectations (80% and below). Rate your subordinate on a percentile basis; 100% the highest possible rating you can give to your subordinate.</i>				PERFORMANCE REVIEW	
COMPETENCIES	MEASURE	TARGET	WEIGHT	% ACTUAL	SCORE
Understanding the Organization	Understands how the organization works. Get things done through formal and informal networks. Understands the origin and reasoning behind key policies, practices and procedures. Takes time to identify key decision-makers and to understand their main business drivers	100%	1		0
Analytical Thinking	Ability to understand an issue by breaking it down into component parts. Uses detailed analysis to interpret complex data and identify the key drivers to make a well thought through decision	100%	2		0
Strategic Planning	Translates strategy into action - identifies what needs to be done, develops appropriate action plans to accomplish an objective and monitors progress on delivery	100%	2		0
Result Oriented	Demonstrates drive and passion to achieve results through themselves and others, takes action to exceed goals and expectations. Enjoys working hard and puts energy into meaningful, challenging tasks that impact the bottom line	100%	1.5		0
Impact and Influence	Creates a positive and engaging impression at all levels. Has the ability to influence others towards a point of view, skilled at finding common ground, can represent own interest and yet be fair to others	100%	2		0
Leading People	Generates team commitment, and a shared sense of purpose. Fosters open dialogue, defines success in terms of the whole team, treats people equitably and does not have hidden agenda. Creates a climate in which people want to do their best	100%	2		0
Leading Change	Creates a compelling picture of where the organization is heading and inspires others to embrace the change that is required to ensure success. Helps people stay focused and motivated in difficult times. Is mindful of individuals' reaction to change and ensures support is available and appropriate	100%	1.5		0
Developing Others	Puts energy into the development of others. Can articulate the strengths and limitations of the team, creates appropriate development opportunities. Provides support and challenge that will set people up for success	100%	2		0
Efficient Communication Skills	Provides the information that people need to do their jobs to have a sense of purpose and pride. Regularly reviews performance and holds timely discussions with team members to ensure problems do not fester and credit is given in an appropriate and timely way	100%	1		0
TOTAL			15		0

G. COMPANY VALUES (15%)

INSTRUCTION : Kindly rate your subordinate on the % ACTUAL column according to the following measures: Consistently Exceeds Expectations (96% - 100%); Occasionally Exceeds Expectations (91% - 95%); Meets Expectations (85% - 90%); Rarely Meets Expectations (80% - 84%); Consistently Does Not Meet TExpectations (80% and below). Rate your subordinate on a percentile basis; 100% the highest possible rating you can give to your subordinate.				PERFORMANCE REVIEW	
COMPANY VALUES	MEASURE	TARGET	WEIGHT	% ACTUAL	SCORE
Sense of Belonging <i>Feeling that one has essential role to play as part of the Puregold family</i>	Practice being the "role model" in the organization. Complies and adheres to rules and procedures. Set objectives and perform procedures to attain the goal of the department and the organization as a whole. Promotes team effort approach. Shows qualities of a good leader and follower.	100%	3		0
Customer Service <i>Providing products and services that meet the demands and expectation of the customer</i>	Attend to inquiries and concerns of other department at all times. Has anticipation of "customer's" needs. Demonstrates openness to new ideas. Knows when to communicate technical and administrative issues to AM/AAM/AO and Store Officer. Wins respect and confidence in all level of organization.	100%	3		0
Dynamism <i>Open, adaptive and responsive to the changing environment</i>	Shows initiative. Can handle required tasks and is flexible enough to accommodate new requests/assignments/projects. Shows positive audit attributes like professionalism, decisiveness, and assertiveness Provides creative insights and suggests enhancements in operations' controls and new projects.	100%	3		0
Commitment <i>Dedicated and conscientious focus on my work</i>	Thinks about the welfare of the organization in terms of controls and efficiency. Demonstrates ability to investigate, research and to document issues, findings and recommendations. Develops appropriate or alternative solutions to problems.	100%	3		0
Integrity and Loyalty <i>Honor, credibility, honesty, dignity, "palabra de honor", walking the talk"</i>	Trustworthiness. Adheres to all organizational and professional ethical standards. Execute a fair or same treatment to all employees. Efficient and concientious in using company resources and time.	100%	3		0
TOTAL			15		0

PURPOSE OF PERFORMANCE REVIEW	EVALUATED BY	SIGNATURE

H. PERFORMANCE PLANNING			
SPECIAL PROJECTS <i>(Jobs/functions/activities that are beyond the job description of the employee; 1% per successful project)</i>		PERFORMANCE ASSESSMENT <i>(Indicate strengths, weaknesses, and potentials of the employee)</i>	DEVELOPMENTAL PLANS <i>(Set goals that you and the employee agreed upon. This will serve as a benchmark for their next performance review.)</i>
		STRENGTHS	
		WEAKNESSES	
		POTENTIALS	

EVALUATED BY	CONFORME
IMMEDIATE SUPERIOR	EMPLOYEE