



Performance Review - A

Human Resource Department

IMPORTANT!

Please return to HRD on or before:

A. EMPLOYEE'S INFORMATION					(Photo)
NAME					
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				
C. SUMMARY OF PERFORMANCE SCORE					
CRITERIA	SUMMARY OF PERFORMANCE REVIEW				
A. BUSINESS SKILLS (70%)	0.00%				
B. COMPANY VALUES (30%)	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					
ACCOMPLISHED BY	RECOMMENDED BY	REVIEWED BY	APPROVED BY	CONFORME	
HR ASSISTANT	DEPARTMENT MANAGER	HR MANAGER	PRESIDENT	EMPLOYEE	

E. BUSINESS SKILLS (70%)						
<i>INSTRUCTION</i> : 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.					PERFORMANCE REVIEW	
KEY RESULTS AREA (KRAs)	KEY PERFORMANCE INDICATOR (KPIs)	TARGET	%	WEIGHT	% ACTUAL	SCORE
KPI Management	KPI Validations : Timely validations of the submitted KPI Reports and scores of the assigned departments		100%	10		0.00
	KPI Reporting : Accuracy and timeliness in KPI Reporting based on data validations and analysis		100%	10		0.00
	Release of KPI Scores : On – time issuance of final consolidated KPI Reports to all departments		100%	10		N/A
Financial Analysis	Comparative analysis of financial statements based on historical data to evaluate the company's growth in a given period of time and provide recommendations to further enhance the same.		100%	10		0.00
Risk Based Management	On time reporting of identified key risk areas for immediate resolutions		100%	10		0.00
	Provide in depth analysis and actively participate on initiating preventive measures		100%	10		0.00
	Strict monitoring of high risk records records and accounts movements to mitigate risks impact to the business		100%	10		0.00
TOTAL				70		0.00

F. COMPANY VALUES (30%)					
<i>INSTRUCTION</i> : Kindly rate your subordinate on the % ACTUAL 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 Expectations (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
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%	6		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%	6		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%	6		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%	6		0
Integrity and Loyalty <i>Honor, credibility, honesty, dignity, "palabra de honor", walking the talk"</i>	Strictly follows confidentiality in handling any business related risk management or Financial analysis. Executes fair and similar treatment to all suppliers or customers and keeps confidential information.	100%	6		0
TOTAL			30		0

PURPOSE OF PERFORMANCE REVIEW	EVALUATED BY	SIGNATURE

