Please return to HRD on or before:



## **Performance Review - A**

Human Resource Department

A. EMPLOYEE'S INFORMATION							l	
IAME				(1	Photo)			
POSITION						''	11010)	l
DEPARTMENT / SECTION								l
								l
DATE HIRED								l
LOCATION / BRANCH								
PURPOSE OF PER	RFORMANCE REVIEW			PERFORM <i>A</i>	NCE REVIEW PER	IOD		
		FROM			то			
ATTENDANCE RECORD		SUMM	ARY		SALARY DETAILS	CURRENT RATE	LAST INCREASE	
Leave Without Pay							Date of Last Increase	
Disapproved Leave					BASIC			
Tardiness Undertime							Amount of Increase	
Sick Leave					ECOLA / COLA /		Amount of increase	
Vacation Leave					RIV			
Emergency Leave							1	
Maternity Leave					ALLOWANCE			
Paternity Leave								_
		B. SUMMARY	OF DISCIPL	INARY ACTIONS COM	<b>NITTED</b>			
ARTICLE		DIS	CIPLINARY AC	TION		SANCTION		
			N/A					
		C. SUN	MARY OF	PERFORMANCE SCORE				
CRITERIA	A	SUMMARY OF PERFORMANCE REVIEW						
A. BUSINESS SKILLS (70%)		0.00%						
B. COMPANY VALUES (30%)		0.00% 0.00%						
Add: +1% Successful project implementation								
Less: - 1% Disciplinary actions PERFORMANCE RATING								
REMARKS*		0.00% POOR						
			D. RECOR	MMENDATION				
CHANGE IN POSITION / TITL	E	FROM						
		TO BASIC						
PROPOSED SALARY INCREAS	SE	ALLOWANCE						
		BASIC						-
		ECOLA / COLA / RIV						
NEW SALARY ALLOWANCE								
		(IN WORDS)						
EFFECTIVITY DATE								
ACCOMPLISHED BY RECO		COMMENDED BY		REVIEWED I	ЗҮ	APPROVED BY	CONFORME	
HR ASSISTANT	DEDA	ARTMENT MANAGED		HR MANAGER		PRESIDENT	EMPLOYEE	
TITE AGGIOTATE	HR ASSISTANT DEPARTMENT MANAGER			TIK WANAU		TALUIDEIT	EIIII EOTEE	

E. BUSINESS SKILLS (70%)						
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.						
KEY RESULTS AREA (KRAs)	KEY PERFORMANCE INDICATOR (KPIs)	TARGET	%	WEIGHT	% ACTUAL	SCORE
	KPI Validations: Timely validations of the submitted KPI Reassigned departments	eports and scores of the	100%	10		0.00
KPI Management	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.			10		0.00
	On time reporting of identified key risk areas for immediate resolutions		100%	10		0.00
Risk Based Management	Provide in depth analysis and actively participate on initiating preventive measures		100%	10		0.00
	Strict monitoring of high risk records and accounts movements to mitigate risks impact to the business 100% 10 0.00				0.00	
TOTAL 70 0.00						

F. COMPANY VALUES (30%)						
INSTRUCTION: 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 Honor, credibility, honesty, dignity, "palabra de honor", walking the talk"	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

	G. PERFORMANCE PLANNING		
SPECIAL PROJECTS	PERFORMANCE ASSESSMENT	DEVELOPMENTAL PLANS	
(Jobs/functions/activities that are beyond the	(Indicate strengths, weaknesses, and potentials of the employee)	(Set goals that you and the employee agreed	
DPA Training Materials     DPA General Guidelines	STRENGTHS  Focus, results oriented, highly analytical and works at very minimal supervision.  Has the passion to learn new knowledge on business operations	Continous on-the-job training on the areas of accounting processes and recording to enhance and develop her financial analytical skills in relation to business operations	
	WEAKNESSES  Lesser confidence on active interactions with different team members of the organizations despite the fact that she is very much equipped on business know how to contribute to organization's growth.	Required to attend to inhouse personality development and leadership trainings.  More exposure on group discussionns and meetings esp on financial aspects	
	POTENTIALS  Potential to excel as financial analyst; and given more exposures on business operations, would be of big help on the business feasibility analysis	For 2018 - will be geared more interactions on financial business processes reviews and evaluations to develop more of her strength on financial analysis	

0%

EVALUATED BY	CONFORME
MSLONTOC	KQ DEL ROSARIO
IMMEDIATE SUPERIOR	EMPLOYEE