



PERFORMANCE MANAGEMENT WORKSHEET


KEY RESULTS AREAS		OBJECTIVES	%	TRACKING SOURCES	FREQUENCY	COMMENTS/REMARKS (RATEE)	RATINGS (RATEE)	FINAL COMMENTS/REMARKS (IMMEDIATE HEAD)	FINAL RATING (IMMEDIATE HEAD)
MAIN FUNCTION (40%)		1. Ensure timely replacement (reassignment/ swapping/ hiring) of requested employees within the allowable SLA <i>(1= late 4 days onwards, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early 4 days onward)</i>	10.0%	Report	Weekly/ Monthly				
		a. Staff - 30 working days from the date receipt of approved Personnel Requisition Form							
		b. Officer - 60 days from the date receipt of approved Personnel Requisition Form	7.5%						
		c. Inherited vacancies for staff positions - close the vacancy by September 14, 2022 (with approval for hiring) for: 1 Sales Associate (Pampanga);	10.0%						
		2. Monthly Update of Company Website <i>(update will be done every end of the month)</i> : a.) Careers ; b.) Employees/Partners and c.) News/Events <i>(1= late 4 days & up; 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early 4 days onward)</i>	7.5%						
		3. Increase pool of pre-screened applicants by <u>10%</u> for Staff to Officer level by strengthening/establishing networks/linkages.	7.5%						
		3. To complete the following reports with accuracy (roster of personnel every 2nd and 17th of the month, birthday celebrants, issuance of birthday cards) <i>(1= late 4 days & up, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early by 4 days & up)</i>	7.5%	Report	As needed				
		4. To submit statistics of attendance every 10th and 24th of the month <i>(1= late 3 days & up, 2 = late 1-2 days, 3 = on time, 4 = early 1-2 days, 5 = early by 3 days & up)</i>	7.5%	Report	As needed				
		5. Issue commendation and sanction every 16th working day of the month <i>(1= late 4 days & up, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early by 4 days & up)</i>	7.5%	Report	As needed				
		6. Timely processing of attendance summary and account receivables to partners on or before the 10th and 24th of the month.	7.5%	Report	As needed				

PERFORMANCE MANAGEMENT WORKSHEET

KEY RESULTS AREAS		OBJECTIVES	%	TRACKING SOURCES	FREQUENCY	COMMENTS/REMARKS (RATEE)	RATINGS (RATEE)	FINAL COMMENTS/REMARKS (IMMEDIATE HEAD)	FINAL RATING (IMMEDIATE HEAD)
		(1= late 3 days & up, 2 = late 1-2 days, 3 = on time, 4 = early 1-2 days, 5 = early by 3 days & up)							
		7. To improve filing system for all HR related files safekept in table drawers ang woooden cabinet.	5.0%	Summary Report	Daily				
		8. CCTV installation:To be able to complete the installation of CCTV at Cadiz Residence by Sept 3, 2022 (1= late 4 days onwards, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early 4 days onward)	5.0%	Report	As needed				
		9. Ensure timely preparation of RFP for all HR & Admin related activities such as office rental, and consultants (1= late 4 days onwards, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early 4 days onward)	7.5%	Report	As needed				
		10. Validation and proper monitoring of inventory of stockyard (Construction supplies, livestock, stockroom)	5.0%	Report					
		11. Oversee that Admin Asst is able to; a. Provide timely preparation of RFP for all Admin related activities for utilities,telco, janitorial and messengerial, security services, and purchasing-related transactions; b. Provide accurate monitoring of supplies and process request on time for safety supplies, admin's pantry supplies and executive supplies. (1= late 4 days onwards, 2 = late 1-3 days, 3 = on time, 4 = early 1-3 days, 5 = early 4 days onward)	5.0%	Report					

10	COST MANAGEMENT (10%)		Not to exceed the expense budget for utilities for the month	50.0%	Variance Report	Monthly			
			Not to exceed expense budget for Travelling, Meals, Accomodations and Supplies for the month	50.0%	Variance Report	Monthly			
	CAREER DEVELOPMENT (5%)		Able to pass quarterly awareness test (with separate rating guide)	50.0%	Test result	Monthly			
			Able to get 1 commendation (including perfect attendance)	50.0%	Memo	Monthly			

PERFORMANCE MANAGEMENT WORKSHEET

KEY RESULTS AREAS		OBJECTIVES	%	TRACKING SOURCES	FREQUENCY	COMMENTS/REMARKS (RATEE)	RATINGS (RATEE)	FINAL COMMENTS/REMARKS (IMMEDIATE HEAD)	FINAL RATING (IMMEDIATE HEAD)
SYSTEM IMPROVEMENT (5%)		To be able to generate <u>1</u> systems improvement within the month (2 = 0 , 3 = 1, 4 = 2, 4 = 3 , 5 = 3 & up)	50.0%	Memo	Monthly				
		To be able to submit <u>1</u> entries in the suggestion system for the month (2 = 0 , 3 = 1, 4 = 2, 4 = 3 , 5 = 3 & up)	50.0%						

PERFORMANCE MANAGEMENT WORKSHEET

KEY RESULTS AREAS		OBJECTIVES	%	TRACKING SOURCES	FREQUENCY	COMMENTS/REMARKS (RATEE)	RATINGS (RATEE)	FINAL COMMENTS/REMARKS (IMMEDIATE HEAD)	FINAL RATING (IMMEDIATE HEAD)	
5	CLIENT SATISFACTION (5%)	1. Quarterly rating on Department Evaluation (with definite rating guide).	40.0%	Dept Eval Result	Within the period					
		2. No written/verbal complaint from external clients (with validation)	30.0%	Memo - Customer relations						
		Tool: STAR/AR Form (1 = 2 & up STAR/AR; 2 = 1 STAR/AR; 3 = 0; 4 = 1 STAR; 4 = 2 STAR; 5 = 3 STAR & up)								
		2. No written/verbal complaint from internal clients (CS Related)	30.0%							
		Tool: STAR/AR Form (1 = 2 & up STAR/AR; 2 = 1 STAR/AR; 3 = 0; 4 = 1 STAR; 4 = 2 STAR; 5 = 3 STAR & up)								
30	PROCEDURAL COMPLIANCE (30%)	a. No Disciplinary actions from HR Policies & Procedures (2 = 0 , 3 = 1, 4 = 2, 4 = 3 , 5 = 3 & up)	50.0%		Memo	Within the period				
		b. Able to pass quarterly Audit & Compliance rating (with separate rating guide)	50.0%							

Total Weight: =95%

Johanna Mae M. Agustin

Partner

Ma. Angelita M. Agaton

Immediate Head