Saylon, Diego

Software Engineer

Manager: Arjay Gallentes

Evaluated By:

July Impact Statement

Organization: Axos Business Center Team VII (Arjay Gallentes)

Location: ABC Manila Office

01/01/2025 - 06/30/2025

Questions

What do you do? How do you describe your role, duties, and responsibilities? Please be specific.

Manager Evaluation	Employee Evaluation
Response:	Response: My primary role is focused on performing implementation of backend systems and integrations, regular problem solving, maintenance and support for agile software development.

My responsibilities are designing, modifying, developing. writing and implementing software programming applications for target system. Collaborate with Product, QA, DevOps and Support teams to release high-quality software and ensure it's reliable.

Currently, I was assigned to support data modeling activities. This involves:
- Normalizing tables extracted from multivalued fields in AccuTerm, ensuring data is organized efficiently and accurately.
- Responsible for creating and updating Entity Relationship Diagrams (ERD) that visually represent the database structure, which facilitates better understanding and communication across teams.
- My duties also include maintaining data integrity through careful analysis and documentation, helping to improve the overall quality and usability.

What processes do you perform? Please refer to the specific process maps or procedures for the tasks you perform, manage, or have impacted. If no process map exists, please describe the task and write "no process map or procedure".

Manager Evaluation	Employee Evaluation
Response:	Response: Below are the following tasks:

- Obtain the raw data extract, focusing on tables containing multivalued fields that require normalization.
- Determine the relationships and dependencies within the data
- Break down multivalued fields into separate tables following normalization rules to reduce redundancy and improve data integrity
- Create or update Entity Relationship Diagram (ERD) to visually represent the normalized tables and their relationships
- Clearly label entities, attributes, primary key, and relationships.
- Reflect any new changes or updates from the normalization process.
- Save the updated ERD in the designated repository (SharePoint), maintain version control and update metadata.

No process map or procedure.

What metrics do you use to manage your performance? How do you know you are doing a good job? Please be specific (number of calls per day, number of closed loans per month).

Manager Evaluation	Employee Evaluation
Response:	Response: I manage my performance primarily by tracking the number of Product Backlog Items (PBI) and the number of hours spent within each sprint. Our sprint duration is two weeks, which translates to 10 working days, and 6.5 hours per day is allocated 1.5 hours for scrum ceremonies. A total of 65 hours per sprint and 15 hours for scrum ceremonies per sprint.

To ensure I am performing well:
- Consistently aim to meet or exceed these 65 hours of productive work per sprint
- Balance between time spent and deliverables completed helps me maximize productivity

In addition to my core responsibilities, I also make an effort to go the extra mile by taking on out-of-task activities or supporting teammates when possible.

Regularly hitting these targets indicates that I am managing my workload effectively and

contributing positively beyond my assigned duties.

How do you report progress to your supervisor? (What reports, meetings, etc?)

Manager Evaluation	Employee Evaluation
Response:	Response: I report my progress to my supervisor through weekly status reports. These reports include the following: • Summary of key actions and items I've accomplished during the week. • Use of Microsoft Teams chat to provide real-time updates or flag urgent items as needed. This helps maintain transparency and ensures alignment on priorities and timelines.

Which processes / routine tasks have you improved / suggested improvement? What are the specific improvements suggested or made? a. Please refer to specific process maps and procedures for the processes you perform, manage, or have impacted, or if you have created a new process, please describe it. b. If suggested, please outline action steps to implement, include dependencies.

Manager Evaluation	Employee Evaluation
Response:	Response: I have suggested improvements to the employee onboarding process to make it more structured, efficient, and consistent across teams. Action Steps to Implement: 1. Collaborate with HR, IT, and team leads to gather current onboarding practices and identify gaps. 2. Draft a comprehensive onboarding process mapand circulate it for feedback and validation among teams. 3. Enhanced onboarding materials and documentation tailored to different roles. 4. Establish check-in points during onboarding to collect feedback from new hires and mentors.

What other improvements have you suggested (sales, product, group interactions, etc.)? Please be specific.

Manager Evaluation	Employee Evaluation
Response:	Response: Improvement I suggested relates to the employee onboarding process. I proposed developing a more structured, automated

and streamlined onboarding workflow that includes clearer documentation and defined milestones to ensure new hires have a smoother and more consistent experience.

What improvement opportunities exist to make your role more efficient? What ideas do you have to reduce waste or inefficient work? What are the required action steps?

Manager Evaluation	Employee Evaluation
Response:	Response: The expanded use of AI-powered development tools, particularly GitHub Copilot. I regularly use Copilot to accelerate coding by generating code snippets, suggesting solutions, and automating repetitive tasks. This helps reduce manual effort, minimize errors, and speed up development cycles. Required Action Steps: 1. Introduce prompt engineering practices to optimize interactions with AI tools, ensuring clearer, more precise prompts for better output quality. 2. Provide training or workshops to familiarize team members with AI tools such as GitHub Copilot, Cursor, and Windsurf like the one in the Udemy (AI Training 1). 3. Continuously evaluate new AI capabilities and incorporate them where they add value.

What improvements have you made or suggested?: How did you positively influence the attitude of your colleagues? Please be specific.

Manager Evaluation	Employee Evaluation
Response:	Response: Improvement I suggested relates to the employee onboarding process. I contributed suggestions focused on creating a smoother and more engaging experience for new hires. Through these efforts, a culture of collaboration, increase team engagement and strengthened accountability.

What are your goals? What would you like to accomplish in the next six months? Please make your goals "SMART" - specific, measurable, attainable, relevant, and time-sensitive.

Manager Evaluation	Employee Evaluation
Response:	Response: Over the next six (6) months, I will establish

myself as a recognized and reliable go-to professional in backend/API development and cloud technologies (AWS and Azure) by:

• Earning one cloud certification (either AWS Cloud Practitioner and Azure Developer Associate) to strengthen my technical foundation and credibility in cloud-based environment.
• Leading or playing a key technical role in a project showcasing expertise and driving successful implementation.
• Developing and sharing at least one internal resource (technical guide, process improvement proposal) to contribute to team and visibility.
• Actively support peers and cross-functional teams, with the goal of being recognized as reliable and knowledgeable point of contact.
• Measuring success through constructive feedback from team members and supervisors, and increased involvement in technical discussions and decision-making.

What are your goals? What would you like to accomplish in the next 2 years? Goals over the longer term can be more aspirational.

Manager Evaluation

Response:

Employee Evaluation

Response: Over the next two (2) years, achieve promotion as Senior Software Engineer and then prepare for a Technical Lead role through the following milestones:

• Take ownership of projects, delivering scalable and high-quality solutions.
• Regularly perform in-depth code reviews and provide mentorship to junior members, fostering team growth and adherence to best practices.
• Complete relevant advanced certifications or courses to deepen technical expertise.
• Share knowledge by creating technical documentation, internal workshops, or presentations to increase team capability.

Technical Lead Role:
• Lead project planning, architectural discussions, and coordinate with cross-team efforts demonstrating leadership and strategic thinking.

- Complete a leadership development or project management course to build skills in team management, communication, and stakeholder engagement.
- Collect and act on regular feedback from supervisors and peers to monitor progress and readiness for the role.

Process Maps: Please list the names of all process maps in the iGrafx platform that relate to your specific role. If applicable, please list the names of process maps that relate to your specific role which have yet to be created, so that you get credit for these as well.

Manager Evaluation	Employee Evaluation
Response:	Response: No process map but below are the following tasks/processes I perform:

Employee Evaluation Response (continued):

No process map but below are the following tasks/processes I perform:
- Obtain the raw data extract, focusing on tables containing multivalued fields that require normalization.
- Determine the relationships and dependencies within the data
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- Create or update Entity Relationship Diagram (ERD) to visually represent the normalized tables and their relationships
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- Reflect any new changes or updates from the normalization process.
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I've also created process map (initiative) related to onboarding leveraging AI but outside of iGrafx.
The following involves:
- TA & HR, Manager/Team, Employee & AI

Additional Feedback

Additional Feedback: Please feel free to tell us what else you would like us to know about your role in the company, or anything else on your mind.

Manager Evaluation	Employee Evaluation
Response:	Response: During this period, I consistently demonstrated strong capabilities and commitment to delivering high-quality work. Approached each task with a detail-oriented mindset. I also made it a priority to collaborate closely with team members, sharing knowledge and support.
	Overall, I believe my contributions have added value to the team, and I remain committed to continuous improvement, learning, and supporting shared goals. That said, I'm hoping for a feedback. Thanks