



ASIAN LAND STRATEGIES CORPORATION

To : **ALL EMPLOYEES**
From : Human Resources and Admin Department
Date : January 16, 2024
Cc : MANCOM/ File
Ref./Rev : HRD-2024-004/Rev-000
Re : **2024 KRA AND KPI TARGETS**

As part of our Performance Management System (PMS), we set goals and objectives, and align expectations for all employees vis-à-vis the targets set by the Management at the beginning of every year.

In line with this, please accomplish and submit the 2024 KRA (Key Result Areas) and KPI (Key Performance Indicators) Contracts for each position, on or before February 29, 2024 (Thursday). The metrics that will be set will be used for this year's Mid-Year and Year-End Performance Appraisal, respectively.

Attached is the standard format we will use. We have also provided the mandatory KPI metrics for the year which you need to include in your contracting. Make sure that all the necessary signatures are complete before forwarding to HR-Compensation and Benefits Section.

If you have any concerns, please don't hesitate to contact your HRBP for assistance.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer

ASIAN LAND STRATEGIES CORP.

POSITION:

BUSINESS YEAR: JANUARY TO DECEMBER 2024

KRA : 4	SELF-IMPROVEMENT PROGRAM	WEIGHT	1	2	3	4	5
1	Attendance and Policy Compliance (including COVID-19 policies and protocols)	5%	>2 Tardiness, Undertime per month/ >2 minor NTE/DA, 1 or >major Incident	>2 Tardiness, Undertime per month/ 2 minor NTE/DA	ave 1-2 Tardiness, Undertime per month/ 1 minor NTE/DA	ave 1-2 Tardiness, Undertime per month/ 0 NTE/DA	0 Tardiness/ 0 Undertime / 0 NTE/DA
2	Attendance in Trainings and Seminars	5%	No trainings attended		Attended as required by the company		attended 1-2 additional trainings (self initiated)
KRA : 5	Process Improvement						
1	Customer Service Satisfaction	5%	>4 minor incidents; 1 or more >major incident	3-4 minor incidents	1-2 minor incidents		0 Incident / With Exemplary Citation/ Achievement
2	Is implementation and Compliance (can include documentation, filing, organization efficiency)	5%	1.00-1.99	2.00-2.99	3.00-3.99	4.00-4.99	5

Approved By:

Conforme:

SBU/SBP Head/ Immediate leader