



ASIAN LAND STRATEGIES CORPORATION

To : **ALL EMPLOYEES**
From : Human Resources and Admin Department
Date : November 06, 2023
Cc : MANCOM / File
Ref./Rev : HRD-2023-029/Rev-000
Re : **EMPLOYEE AWARDS 2023**

In recognition to the employee's contribution to the company, Asian Land will be giving the following awards on January 12-13, 2024 during our Kick Off Party at Taal Vista Hotel, Tagaytay City.

1. SERVICE AWARDS: cut-off period is from January – December 2023.

5 years in service	P5,000.00 + plaque
10 years in service	P10,000.00 + plaque
15 years in service	P15,000.00 + plaque
20 years in service	P20,000.00 + plaque
25 years in service	P25,000.00 + plaque

2. EMPLOYEE OF THE YEAR

Minimum Employee Eligibility Requirements:

- ◆ Regular employee
- ◆ No NTE / Disciplinary Action for the last 12 months
- ◆ Accumulated tardiness on any given month not exceeding 15 minutes
- ◆ No habitual Under Time
- ◆ No outstanding unliquidated cash advances

<u>Scoring Criteria and Distribution :</u>		WEIGHT COMPONENT		
		RANK & FILE	SUPERVISOR	MANAGER
PERFORMANCE	2022 Performance Rating : 4.00 and above	20%	20%	20%
	2023 Mid-Year Performance Rating : 4.00 and above	30%	30%	30%
SPECIAL CITATIONS	Outstanding Customer Service Achievement	5%	5%	5%
	Workplace Improvement Achievement			
	Exemplary Core Values Citation : STRIDE			
NOMINATION SCORING	By Supervisor	10%		
	By Department Head	15%	15%	
	By Award Committee	20%	30%	45%
TOTAL		100%	100%	100%

Nomination Guidelines:

1. The Awards Committee will be consists of the MANCOM members who will deliberate nominations and finalize the awardees.
2. Finalists from each Department will be selected but there will be 1 winner each for the following categories:
 - a. Rank and File
 - b. Supervisory
 - c. Managerial
3. Nomination and scoring forms will be provided by HR.
4. Rank and File Nominations
 - a. Using the minimum criteria indicated, Supervisor or Department Head can nominate a maximum of 2 qualified employees from their Section/Department/Division.
 - b. Nomination will need to be affirmed and scored by the Department/Division Head.
 - c. Afterwards, the nomination will be forwarded to HR (Lizeth Castro) for checking and submission to the Awards Committee.
5. Supervisory Nominations
 - a. Using the minimum criteria indicated, Department/Division Head can nominate a maximum of 2 qualified employees from their Department/Division.
 - b. Afterwards, the nomination will be forwarded to HR (Lizeth Castro) for checking and submission to the Awards Committee.
6. Managerial Nominations
 - a. Using the minimum criteria indicated, MANCOM will nominate candidates for deliberation.
 - b. Final selection will be decided by MANCOM.

7. Deadline of Nominations on **December 15, 2023.**
8. Finalists will receive P5,000.00 + certificate and Winners will receive P10,000.00 + plaque.

Attached are the Nomination and Scoring Forms for your perusal. If you have any concerns, please coordinate with HR Compensation and Benefits Section.

Please be guided accordingly.



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS
Chief Executive Officer