



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ALSC EMPLOYEES**
 From : Human Resources and Admin Department
 Date : February 17, 2020
 Cc : MANCOM/ File
 Ref./Rev : HRD-2020-005/Rev-000
 Re : Revised Guidelines on Semi-Annual Performance Review

In line with our "Elevate your S.T.R.I.D.E." thrust for 2020, please be informed of the following improved guidelines to be applied for our Semi-Annual Performance Appraisal exercises:

1. UC Rating Guidelines

- a. Rating scale is from 1-5, with 5 as the highest possible score. Rate "3" when the employee is exhibiting the desired behavior AS EXPECTED. A rating of either 1, 2, 4 or 5 will need ample justification i.e. citing critical incidents (1 or 2) or exemplary achievements (4 or 5).

UC Rating Scale	
5	Exceptionally demonstrates the desired behavior
4	Demonstrates the desired behavior most of the time
3	Exhibits the desired behavior as expected
2	Seldom demonstrates the desired behavior
1	Never demonstrates the desired behavior

- b. "Service Oriented" rating will use the following parameters:

		1	2	3	4	5
Service Oriented	16.67%	>4 minor incidents, 1 or more major incident	3-4 minor incidents	1-2 Minor incidents		0 Critical Incident / With Exemplary Citation/Achievement

- c. "Integrity" is a non-negotiable core value. Rating that will apply will only be either 1 or 5.
- d. Rating of "Excellence" will be based on the average of S.T.R.I.D. For example:

Core Value	Rating
Service Oriented	3
Teamwork	3
Resilience	5
Integrity	5
Discipline	5
Average	4.2


⇒ Rating of "Excellence"

2. The following are Standard KRAs and KPIs that must be included for all employees. Attendance and policy compliance will include "Undertime". 6S will also include rating from Waste Management Audit by an external consultant.

KRA : Self-improvement Program		Weight					
1	Attendance and Policy Compliance	5%	>2 Tardiness, Undertime per month/ >2 minor NTEIDA, 1 or >major incident	>2 Tardiness, Undertime per month/ 2 minor NTEIDA	ave 1-2 Tardiness, Undertime per month/ 1 minor NTEIDA	ave 1-2 Tardiness, Undertime per month/ 0 NTEIDA	0 Tardiness / 0 Undertime / 0 NTEIDA
2	Attendance in Trainings and Seminars	5%	>3 absences	2-3 absences	1 absence	100% attendance	attended 1-2 additional trainings (self initiated)
KRA: Process Improvement		Weight					
1	Customer Service Satisfaction	5%	>4 minor incidents, 1 or more major incident	3-4 minor incidents	1-2 Minor incidents		0 Critical Incident / With Exemplary Citation/Achievement
2	6S/Waste Management Implementation	5%	1	2	3	4	5

Deadline for the submission of performance appraisal and the 2020 KRA/KPI contracts has been moved to March 13, 2020. If you have questions or concerns about the foregoing, please confer with your respective HR Business Partners.

Thank you.


MA. SHEILA G. MANALO
 Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
 Chief Executive Officer