



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES
 From : Human Resources and Admin Department
 Date : January 5, 2021
 Cc : MANCOM/ File
 Ref./Rev : HRD-2021-001/Rev-000
 Re : 2020 ANNUAL PERFORMANCE REVIEW

Please be advised that we will be conducting the annual performance review covering the period **January to December 2020**.

Guidelines as per previous evaluation exercise remain, as follows:

1. KRA and KPI.

A. Adjustments. We shall be using the indicators and measures based on 2020 set targets. Targets and performance weight distribution contracted earlier last year may need to be adjusted taking into consideration the following:

- Non-operation months from March 16- May 31, 2020 i.e. reduction of some targets
 - New/additional tasks assigned or on the other hand, cancelled project and reduced workloads
 - Work from home (WFH) deliverables
- All changes must be agreed upon by both rater and ratee.

B. Fixed KPIs. The following will be fixed KPIs to be part of all evaluation.

KRA : PROCESS IMPROVEMENT	Weight	1	2	3	4	5
1 Customer Service Satisfaction	5%	>5 minor incident; >1 Or > major incident	4-5 minor incidents	2-3 minor incidents	1 minor incident	0 incidents
2 Anti-COVID Policies Compliance	5%	> 2 minor, 1 major incident		2 minor incidents	1 minor incident	0 incidents

2. Competencies and Rating Scale. Aside from the KRAs and KPIs, your competencies, divided into Universal (UC) and Major Competencies (MC), to differentiate Rank and File and Supervisor and up requirements, will be evaluated. The weight of each component in the total score is the same as previous year.

Components of Evaluation

KRA/KPI – MAIN JOB RESPONSIBILITIES - Contracted; job specific - with some standard KPIs prescribed
UNIVERSAL COMPETENCIES - Reflective of the Corporate Values and expected behaviors
MAJOR COMPETENCIES - For Supervisors and UP

Weight and Component vs. Total Score

RANK AND FILE

	Weight
KRA	70%
UC	30%

SUPERVISORS AND UP

	Weight
KRA	70%
UC	15%
MC	15%



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UCs and MCs are predefined and behavioral descriptions can be found in the appraisal forms.

3. **270 Degree Rating.** The 270-degree rating aims to provide a more well-rounded view and eliminate subjectivity by getting the perspectives of co-workers like leader, member, and colleague who can give valuable assessment of these competencies of the concerned employee.
 - A. 270-degree rating shall apply **ONLY** for Supervisors and up.
 - B. 270-degree rating shall apply **ONLY** for the Universal and Major competencies.
 - C. There will be four appraisers under the 270-degree rating:
 - i. The immediate leader
 - ii. Two (2) team members or colleagues (to be chosen randomly by HRD)
 - iii. The immediate leader of the immediate leader or Self-appraisal
 - D. This rating will be done in confidence, unless HR sees a need otherwise.

Ratings from the above appraisers will be combined and this will be employee's rating for the UC and the MC. The combined scores for the UC and MC, and then the KRA will complete the employee's final appraisal score.

4. **Actual Performance Interview.** Further to the objective of fairness and transparency:
 - A. The immediate leader (appraiser) and the direct report (appraisee) are to set a one-on-one meeting to facilitate the review. Appraisee will be notified by appraiser prior to the scheduled review.
 - B. After the interview, appraiser must discuss the results with his/her immediate leader.
 - C. In view of the current pandemic situation, online (Zoom or Google Meet) will be more preferred for the performance review discussion. If face-to-face meeting cannot be avoided, meeting should be limited to maximum of 15 minutes only with minimum health protocols strictly in place.
5. **Appraisal Forms.** Please take note of the applicable performance appraisal forms (attached/will be emailed):
 - a. Performance Appraisal Form (Rank & File)
 - b. Performance Appraisal Form (Supervisors Up)
 - c. Competency Appraisal Form (Supervisors Up)
6. **Coverage.** Review will only cover regular employees. Probationary employees and employees under developmental assignment will follow their respective performance appraisal schedules. Employees that were transferred, confirmed but are currently 3 months or less in their respective assignments and employees that have been regularized within the last 3 months need not be appraised for this cycle.


Deadline for submission of UC and MC rating is on January 13, 2021, since the scores will still be combined and cascaded to the concerned.

Deadline for submission of all performance appraisal forms AND 2021 KRA/KPI contracts is on January 29, 2021. Make sure that all the necessary signature are complete in the performance appraisal form before forwarding to HRD.

We understand that there could be concerns and clarifications regarding this exercise. As such, your HR Business Partners below are available to guide you through the performance appraisal process.

Engineering - DAPP	Jilen Arellano
Engineering – Project Management, Property Admin, QC	Mon Saspa
Finance – Accounting, Treasury	Lizeth Castro
Finance – Inventory Control	Rhea Sebastian
IT, Sales & Marketing	Merlyn Delos Santos
HR and GSS	Lenny Cabal

We look forward to your usual cooperation and compliance.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer