



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Department
Date : January 5, 2022
Cc : MANCOM / File
Ref./Rev : HRD-2022-003/Rev-000
Re : EMPLOYEE AWARDS 2021

With 2021 being a banner year despite the ongoing pandemic, the Company would like to give recognition to the employee's contribution and will be giving the following awards on February 22, 2022 during our Kick Off Party.

1. SERVICE AWARDS : cut-off period is from January – December 2021.

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

Scoring Criteria and Distribution :		WEIGHT COMPONENT		
		RANK & FILE	SUPERVISOR	MANAGER
PERFORMANCE	2020 Performance Rating : 4.00 and above	20%	20%	20%
	2021 Midyear and Yearend Performance Rating : 4.00 and above*	30%	30%	30%
SPECIAL CITATIONS	Outstanding Customer Service Achievement	5%	5%	5%
	Workplace Improvement Achievement			
	Exemplary Core Values STRIDE Citation			
NOMINATION SCORING	By Supervisor	10%		
	By Department Head	15%	15%	
	By Award Committee	20%	30%	45%
TOTAL		100%	100%	100%

**Note: Completed 2021 yearend appraisal forms of nominees must be submitted together with the award nomination forms on February 7, 2021.*

Nomination Guidelines:

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

NON-WINNING FINALISTS: Rank & File	P5,000.00 + certificate
Supervisor	P5,000.00 + certificate
WINNERS : Rank & File	P10,000.00 + plaque
Supervisor	P10,000.00 + plaque
Managerial/SBUP Head	P10,000.00 + plaque

Deadline of Nominations on February 7, 2022.

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