



## ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**  
From : Human Resources and Admin Department  
Date : November 27, 2019  
Cc : MANCOM / File  
Ref./Rev : HRD-2019-046/Rev-000  
Re : **EMPLOYEE AWARDS 2019**

In recognition to the employee's contribution to the company, Asian Land will be giving the following awards on January 10, 2020 during our Kick Off Party.

**1. SERVICE AWARDS :** cut-off period is from January – December 2019.

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

**2. BEST IN ATTENDANCE :** cut-off period is from December 2018 – November 2019.

**Criteria:**

- Regular Employee
- No NTE / Disciplinary Action
- No record of Tardiness
- No record of Under Time
- No record of Sick Leave and Emergency Leave

P3,000.00 + certificate
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**3. 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

<b>Scoring Criteria and Distribution :</b>		<b>WEIGHT COMPONENT</b>		
		<b>RANK &amp; FILE</b>	<b>SUPERVISOR</b>	<b>MANAGER</b>
<b>PERFORMANCE</b>	2018 Performance Rating : 4.00 and above	20%	20%	20%
	2019 Mid-Year Performance Rating : 4.00 and above	30%	30%	30%
<b>SPECIAL CITATIONS</b>	Outstanding Customer Service Achievement	5%	5%	5%
	Workplace Improvement Achievement			
	Exemplary Core Values Citation : STRIDE			
<b>NOMINATION SCORING</b>	By Supervisor	10%		
	By Department Head	15%	15%	
	By Award Committee	20%	30%	45%
<b>TOTAL</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>

**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 13, 2019.**

7. Finalists and Winners will receive the ff:

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

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