) (First Name) (MIDDLE NAME)	Immediate Heads Name :			
SUELTO	JHUDIEL OLIVER VALDEZ	JADE MINETTE P. BONDOC			
ob Title :		Job Title :			
	TRAINING SPECIALIST - SYSTEM	LEARNING AND DEVELOPMENT HEAD			
tatus of Emp		Department / Branch :	RITING AND DEVELOPPIE	NI FICAD	
catos or emp			THE AND DEVELOPMENT	/ CARLEYAO	
W-1 - B-1-	PROBI	Period Covered of Evaluation :	ING AND DEVELOPMENT		
Hiring Date :			16-Feb-24	То	15-May-2
	FEBRUARY 16, 2024	Date of Appraisal:			
ength of Tin	ne in Present Job	Date of Next Appraisal:			
	NOTE: Total no. of KPI's on KRA should be 8 and properly distributed in its 4 factors.				
	A. KRA	WEIGHT	%		
L) BUSINESS	PROCESS		WEIGHT	259	
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	ASSESMENT B
	Implementation of New Learning Technologies:				
	KPI: Number of new learning technologies/tools implemented. Measurement: Tracking the adoption and integration of new technologies	6/6 projects completed (LMS / Local System / MRS / FB page)	80%	100.00%	80.00%
	Internal and Regulatory Compliance (Safety and TESDA) KPI: Accidents of Pax during training, TESDA Violation Measurement: Zero Accidents during training, No TESDA Violation	No Company Violation	20%	100.00%	20.00%
TOTAL RATE >	·>>>>>>>>		100%	25.00%	100.00%
E) CUSTOMER	R/SUPPLIER		WEIGHT	259	
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	ASSESMENT Be on weight
	Participant Satisfaction: KPI: Average participant satisfaction scores from training programs. Measurement: Feedback surveys and evaluations from participants.		50%	94.00%	47.00%
	Service Delivery centage Achievement in Sales, Closure of OS Tickes on Time, Timely Processing of TESDA Documents		50%	95.00%	47.50% 94.50%
3) PEOPLE DE	EVELOPMENT		WEIGHT	259	
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	ASSESMENT B
	TELL PERO OTSPITTOE ATTICATION				- on mangine
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress.	2/2 Onboading Orientation and Finance Team Building	100%	100.00%	100.00%
OTAL RATE >	Employee Development Progress: KPI: Percentage of employees with completed development plans.			100.00%	
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress.		100%	25,00%	100.00%
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. >>>>>>>>> L		100% 100% WEIGHT RATE BASED ON THE	25.00% 25%	100.00% 100.00% 6 FINAL
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress.		100% 100% WEIGHT	25,00%	100.00% 100.00% FINAL ASSESMENT B.
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. >>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget.		100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE	25.00% 25%	100.00% 100.00% 6 FINAL
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. >>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence:	Team Building	100% 100% WEIGHT RATE BASED ON THE INPORTANCE /WEIGHT OF THE RESPONSIBILITIES	25.00% 259 % ACHIEVED	100.00% 100.00% FINAL ASSESMENT B on weight
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget.	Team Building	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 100% 100% 100%	25.00% 259 % ACHIEVED 100% 25.0%	100.00% 100.00% FINAL ASSESMENT B on weight 100%
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. **>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process/Csi KRA TOTAL RATE >>>>>>	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 100% 100% 100%	25.00% 259 % ACHIEVED 100% 25.0%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 4
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ********************* L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. ***********************************	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process/Csi KRA TOTAL RATE >>>>>>	100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% 100% WEIGHT WEIGHT	25.00% 259 % ACHIEVED 100% 25.0%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 4
i) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. **>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process/Cs KRA TOTAL RATE >>>>>> KRA SCALE RATE (Pro-rate)>>>>>>	100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% 100% WEIGHT RATE BASED ON THE RESPONSIBILITIES 10076	25.00% 259 % ACHIEVED 100% 25.0%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 4 KASSESMENT B ASSESMENT B ASSESMENT B ASSESMENT B
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. ***>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process,Cusing RCA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet)	100% WEIGHT RATE BASED ON THE INPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES S2%	25.00% 259 % ACHIEVED 100% 25.0%	100.00% 100.00% FINAL ASSESMENT B. on weight 100% 100% 100% 4 ASSESMENT B. on weight 100% 100% 4 ASSESMENT B. on weight 100%
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. ***>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process,Cusing RCA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet)	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 50% 50%	25.00% 259 % ACHIEVED 100% 25.0% cial)	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 4 KASSESMENT B on weight 4 KASSESMENT B on weight 4 KASSESMENT B on weight 45%
) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. ***>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process, Cus KRA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet) inc.	100% WEIGHT RATE BASED ON THE INPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES S2%	25.00% 259 % ACHIEVED 100% 25.0% cial) 300 ASSESSMENT 90% 92%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 4 % FINAL ASSESMENT B on weight 45%
i) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. ***>>>>>>>>>> L KEY PERFORMANCE INDICATORS Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget. ***>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process, Cus KRA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet) inc.	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 100% 100% Stamer,People Development & Finance WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 50% 50%	25.00% 259 % ACHIEVED 100% 25.0% cial) 300 ASSESSMENT 90% 92%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 40% FINAL ASSESMENT B on weight 45% 45%
i) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. **********************************	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process, Cus KRA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet) inc.	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 100% 100% Stamer,People Development & Finance WEIGHT RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES 50% 50%	25.00% 259 % ACHIEVED 100% 25.0% cial) 300 ASSESSMENT 90% 92%	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 4 % FINAL ASSESMENT B on weight 45% 45% 90.00%
6) FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. **********************************	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process,Cusing RCA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet) ine. 3 = Meets Expectation 4 = Excee	100% WEIGHT RATE BASED ON THE INPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 50% 50% 100% de Expectation 5 = Outstar	25.00% 259 % ACHIEVED 100% 25.0% 25.0% cial) 30° ASSESSMENT 90% 90% nding	100.00% 100.00% FINAL ASSESMENT B on weight 100% 100% 100% 100% 4 506 FINAL ASSESMENT B on weight 45% 45% 90.00%
O FINANCIA	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress. **********************************	No Outstanding RCA No Outstanding RCA KRA TOTAL WEIGHT (Business Process,Cu KRA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>> refer to the VMV sheet) ine. 3 = Meets Expectation 4 = Excee	100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 100% 100% 100% WEIGHT RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES 50% 50% 100% ds Expectation 5 = Outsta	25.00% 259 % ACHIEVED 100% 25.0% 25.0% ciat) 30° ASSESSMENT 90% 90% rinal Assessment	100.00% 100.00% FINAL ASSESMENT E on weight 100% 100% 100% 4 % FENAL ASSESMENT E on weight 45% 90.00% Base on weight 196

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				THE REAL PROPERTY OF	uris Book -		
	Comments: From Imme						
			lete the tasks and projects assigned to innovation in the next coming month	him. Early on, he was able to support the group in terms of a s. Exciting days ahead.	utomating reports which was a great f	nelp a	
Employ		ns (this section maybe left blank		of or in disagreement with the appraisal & observations written o		0	
Iw	iant to lea	rn move abo	ut my professi	on specifically in netu	porking a		
Sec	curity, ar	nd programin	3.	on, specifically in netu	o' tom 6		
	Rated by:						
				Jade Minette P/ Bondoc			
				Immediate Head			
						_	
Confor		100 A					
	ead and discussed this ement/sustainability.	KRA result with my immediate	head and I understand fully its conte	ents. My signature means that I have been advised of the re	sults and agree on means for		
				Joudiel Oliver V. Spelto			
				Employee			

		ANCE APPRAISAL FO	RM		1 0
(Last Name)	(First Name) (MIDDLE NAME)	Immediate Heads Name :			
SUELTO	JHUDIEL OLIVER VALDEZ	The second second second	JADE MINETTE P. BON	DOC	
Job Title :		Job Title :			
	TRAINING SPECIALIST - SYSTEM	LEA	RNING AND DEVELOPME	ENT HEAD	
Status of Employn	ment:	Department / Branch :			America .
(100	PROBI		ING AND DEVELOPMENT	/ CABUYAO	AND I
Hiring Date:		Period Covered of Evaluation :	16-May-24	То	16-Jul-24
	FEBRUARY 16, 2024	Date of Appraisal:			
Length of Time i	in Present Job	Date of Next Appraisal:			
	NOTE: Total no. of KPT's on KRA should be 8 and properly distributed in its 4 factors.				
	A. KRA		WEIGHT	70	%
1) BUSINESS PR	OCESS ANAMAN A STANLAR COMMITTEE		WEIGHT	25	%
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	FINAL ASSESMENT Base on weight
	Implementation of New Learning Technologies:	27/27 Google forms / Automation		***************************************	- Gil Height
	KPI: Number of new learning technologies/tools implemented. Measurement: Tracking the adoption and integration of new technologies	Tesda Billing / Automation Inquiry / LnD Dashboards / Enhancement of Local System	80%	100.00%	80.00%
	Internal and Regulatory Compliance (Safety and TESDA) KPI: Accidents of Pax during training, TESDA Violation Measurement: Zero Accidents during training, No TESDA Violation	No Company Violation	20%	100.00%	20.00%
TOTAL RATE >>>>	>>>>>>>>		100%	25.00%	100.00%
2) CUSTOMER/S	KPI: Accidents of Pax during training, TESDA Violation No Company Violation 20% 100.00% 20.00 ATE >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE		FINAL ASSESMENT Base
	Participant Satisfaction:	T	REST ONSIBILITIES		on weight
	KPI: Average participant satisfaction scores from training programs.		25%	92.00%	23.00%
KPI: Percent		262 / 277 (Closed / Total Tickets)	25%	95.00%	23.75%
TOTAL RATE >>>	>>>>>>>		100%	24.19%	96.75%
3) PEOPLE DEVE	LOPMENT		WEIGHT	259	%
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE /WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	FINAL ASSESMENT Base on weight
	Employee Development Progress: KPI: Percentage of employees with completed development plans. Measurement: Regular review of individual development plans and progress.	2/2 attending VMV and Site Visit Batino	100%	100.00%	100.00%
TOTAL RATE >>>>	>>>>>>>>		100%	25.00%	100.00%
4) FINANCIAL			WEIGHT	259	Vo
	KEY PERFORMANCE INDICATORS		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES	% ACHIEVED	FINAL ASSESMENT Base on weight
	Budget Adherence: KPI: Percentage adherence to the allocated L&D budget. Measurement: Comparing actual spending to the approved budget.	No Outstanding RCA	100%	100%	100%
TOTAL RATE >>>>	>>>>>>>		100%	25.0%	100%
	ALE - 1 - COOL Paleur - 2 - 7001 - 5 - 0001	KRA TOTAL WEIGHT (Business Process, Cus	tomer,People Development & Finance	ial)	100%
SC	ALE: 1 = 60% Below 2 = 70% 3 = 80% 4 = 90% 5 = 100%	KRA TOTAL RATE >>>>> KRA SCALE RATE (Pro-rate)>>>>>>			99.19%
		NIM SCALE RATE (Pro-tate J>>>>>>			4
	B. BEHAVIOURAL INDICATORS		WEIGHT	300	%
	Select at least two behavioral indicators from the FAST "ECCITE" Values. (Please re		RATE BASED ON THE IMPORTANCE / WEIGHT OF THE RESPONSIBILITIES	ASSESSMENT	FINAL ASSESMENT Base on weight
	* We deliver what we promise Deliver output (for assigned projects/tasks) based on committed time * We challenge and reinvent business practice, procedures and processes.	eline,	50% 50%	90.00%	45.00% 45.00%
	TOTAL RATE >>>>>>>>>> SCALE: 1 = Unacceptable 2 = Needs Improvement	3 = Meets Expectation 4 = Exceeds	100% Expectation 5 = Outstandin		90.00%
-					
C. PERFORM	FACTORS	WEIGHT	TOTAL SCORE	FINAL ASSESMENT	Base on weight
F	KRA BEHAVIOUR INDICATORS	70%	99.19%	69.43 27.00	3%
TOTAL RATE >>	>>>>>>>>>	30% 100%	90.00%	96.43	
Г	E. PERFORMANCE IMPROVEMENT PLAN				
	Specific Areas to be Improved	Action Plan		Timeline	HIT/MISS
				1st half 2022	
L					

7.14

e	for the next period, I would ex	y improving the system, I am po spect him to be more exposed in	ositive and looking forward for more char on the business. More site visits, he would	n, course evaluation, and pre and post tests were generatinges in the way L and D embraces and drives change, be the one to conduct LMS briefings for new hires if neee ced would directly support the effectiveness of the team a	ded. Having better understanding of the business,	d system
	OTAL RATE>>>>>					0%
E CONTRACTOR				ort of or in disagreement with the appraisal & observations		
	I want to learn more about my profession, specifically in networking, security, and programming.					
			Rated by :	Jade Minette P. Bondoc Immediate Head	670LA 622091	
1	Conforme: have read and discussed th mprovement/sustainability.		ate head and I understand fully its cont	Audiel Oliver V Suelto Employee	the results and agree on means for	
				provided by the posts of		