

Date: January 4, 2021

To: All Sales Department Team Members

From: Atty. Angelique Margret T. Natividad, HR Director

Re: Online Performance Appraisal

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The HR Department would like to announce that we will be migrating your monthly Performance Appraisals to the HRIS effective January 1, 2021. This is so that you can access your PA any time and can do PA through video call. We have also implemented this to have documentation of all the PAs and there will be no risk of it being lost on the way to Home Base.

Your Team Leaders and SOMs will continue doing your PA and will discuss with you as usual. Your signature will be needed on the online PA, same as with the paper PA.

If you have questions or concerns regarding the new Performance Appraisal System feel free to contact M' Tara Bejerano at the HR Department or call 991-9936. Thank you.