

TO : Department Heads

FROM : Happiness Resources Department

RE : Performance Appraisal

DATE : August 17, 2018

HR is looking to monitor everyone’s performance and eventually integrate this into the HRIS. Now that every department has a PA or score card, HR will start collecting your PA or score card – from the time your department began implementing your PA/score card to the present.

M’ LJ will go to your offices at 8:45AM – 9:00AM on the dates below to collect your department’s printed P.A.. We will attach each PA to the corresponding employee’s 201 file on a monthly basis.

Please take note if the date falls on weekends, M’ LJ will collect it the day before.

<i>Department</i>	<i>Date of Submission</i>
HR, Accounting, Admin Serving BOD	1 st day of the month
Marketing, and MIS	3 rd day of the month
Audit, and ACAD-Admin (Program Heads)	5 th day of the month
CSS – AO, Registrar, Library, Comlab	7 th day of the month
Faculty – IT and BM	9 th day of the month
Faculty – GE	11 th day of the month
Supply Chain, SJI-Admin, SJI-Team Leaders (Zamboanga)	13 th day of the month
SJI-Team Leaders (Other Areas)	15 th day of the month

Should you have any concerns please do not hesitate to approach us in the HR office. **In case the appointed HR personnel (M’ LJ) is absent, you may approach Ma’am Lea or text/call her in her mobile # 0917-308-6376 (Globe) to assist you in directing your concerns.**

Thank you.


Atty. Angelique Margret T. Natividad
HR Director