

PBVP Quarterly Evaluation System (PMS 季度評估系統)

Rules(規則)

Definition:-

This scheme rules are applicable to employee who has eligible for increment and PBVP both.

1. Eligibility (合格)

- 1.1 This scheme applies to Level-1 and Level-2 employees as determined by management.
- 1.2 The **PBVP Scheme** is decided solely by management based on company policies. PMS
- 1.3 Any employee who **submits a resignation** will not be eligible for this scheme.
- 1.4 **Contractual employees** are not eligible for this scheme.
- 1.5 This scheme will not be applicable at the time of re-recruitment, including transitions from FTE to Payroll and CW to FTE and at the time of joining.
- 1.6 The PMS Quarterly Evaluation System is reset and revised during the annual increment period each year.
- 1.7 If HOD not agree with the PBVP scheme then need to follow HR suggested increment.

2. Performance Evaluation (績效評估)

- 2.1 The payment is determined based on the employees' **quarterly Performance Management Score (PMS)**.
- 2.2 For employees who undergo **monthly PMS evaluations**, the PMS score will be calculated as the **average of their performance over three months**.

3. Payment Schedule (付款時間表)

- 3.1 Payments under this scheme will be processed **one month after the quarterly PMS evaluation**.
- 3.2 A **quarterly PMS evaluation is mandatory** for all eligible employees to qualify for this scheme.
- 3.3 Payments will be disbursed **after one month of the quarterly PMS evaluation cycle** to ensure proper assessment and processing.
- 3.4 For example, in Q1 (April, May, and June), July will be dedicated to assessment and processing, and the payment will be made on the 7th of August.
- 3.5 **For Level-1 and Level-2 employees, the PMS Quarterly Evaluation System amount is displayed only in their payslip.**

4. Other Conditions (其他條件)

- 4.1 The PBVP amount falls under the category of performance-based incentives and is governed by internal processes. Since it is considered variable pay and is not part of the CTC, it will not be mentioned in any company-issued letters or official documents.

4.2 If the increment amount or percentage is approximately aligned with the 1.3 semi-grade system, the HRM team will make the necessary adjustments as per the standard HR procedures.

4.3 From next year onwards, the PMS Quarterly Evaluation System amount will not be shown in the increment letter. The next increment will be based on the CTC mentioned in your letter.

4.4 PMS Score-Based Coefficient for Payment Calculation:

PBVP Coefficient Calculations PBVP係數計算			
PMS Score PMS 比分	Coefficient 係數	Quarterly Standard Amount (April+May+June=Q-1 Amount)	Calculation 計算
Below 46	0	As Per Management but follow semi grade system	0
46-56	0.7		0.7 * (1.3 Max Quarterly Standard Amount)
57-66	0.8		0.8 * (1.3 Max Quarterly Standard Amount)
67-75	0.9		0.9 * (1.3 Max Quarterly Standard Amount)
76	1		1 * (1.3 Max Quarterly Standard Amount)
77-85	1.1		1.1 * (1.3 Max Quarterly Standard Amount)
86-95	1.2		1.2 * (1.3 Max Quarterly Standard Amount)
96-100	1.3		1.3 Max Quarterly Standard Amount

Calculation Example (* Means Multiplication)							
0 *	0.7 *	0.8 *	0.9 *	1 *	1.1 *	1.2 *	1.3 Max Quarterly Standard Amount
(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	(1.3 Max Quarterly Standard Amount)	
0	1616	1847	2077	2308	2539	2770	3000
3000*0	3000*0.53844	3000*0.61536	3000*0.69228	3000*0.7692	3000*0.84612	3000*0.92304	3000

4.5 The management reserves the right to modify, suspend, or discontinue the scheme at any time.

4.6 Employees must **adhere to all company policies and performance guidelines** to remain eligible for this scheme.

4.7 Any **misrepresentation or violation** of company policies may result in disqualification from the scheme.