



Republic of the Philippines
APO PRODUCTION UNIT, INC.
 2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
 Metro Manila, Philippines 1128



20 November 2017

MEMORANDUM

TO : ALL CONCERNED EMPLOYEES

FROM : HUMAN RESOURCES AND ADMINISTRATION

SUBJECT : ANNUAL PERFORMANCE EVALUATION

Please be informed that we will conduct our annual Performance Evaluation which will include all qualified employees who have rendered at least three (3) months of continuous services for the current year.

The Performance Evaluation aims to determine whether the employee's know-how and ability match the present job position. Feedback from the employee's immediate supervisor may also assist the employee in upgrading performance.

Furthermore, the performance evaluation is one of the GCG's requirement for eligibility to the 2017 Performance-Based Bonus.

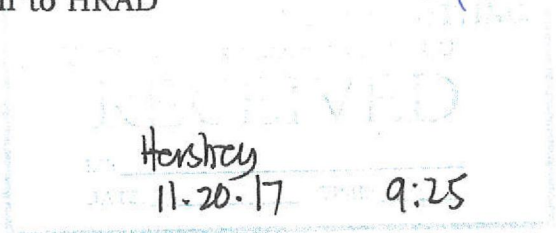
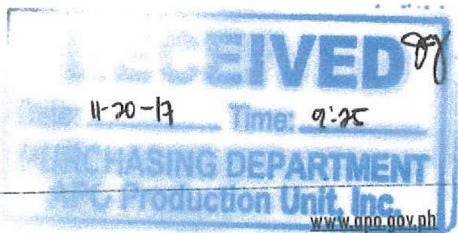
To assist our supervisory personnel in evaluating their subordinates we will furnish the raters with a summary of all employees' leave/absences and disciplinary actions meted out.

Our timeline for the performance evaluation is as follows:

- | | |
|-------------------|--|
| November 22, 2017 | Distribution of Performance Evaluation Form And Summary of Employee Absences and Disciplinary Actions. |
| December 7, 2017 | Submission of Accomplished Performance Evaluation Form to HRAD |

Handwritten notes:
 Received by: [Signature]
 11-20
 Copy to [Signature]
 11/20

Handwritten notes:
 11/20/17
 11/20/17
 Ethelwyn Conto
 11/20/17
 PPC
 11/20/17
 Acety



January 12, 2018

Submission of Summary of Employee Ranking to Corporate Planning Office.

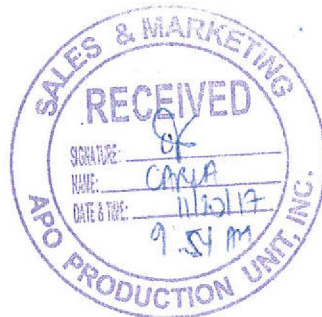
For your information and guidance

BLANCA A. TIMAN
Personnel Officer

Noted by:

ANGELIQUE S.A. ABADILA
OIC & Administrative Services Manager

APO PRODUCTION UNIT, INC.
OFFICE FOR
SPECIAL CONCERNS
RECEIVED
By : ST. [Signature]
Date : 11-20-17
Time : 9:30 AM



RECEIVED
APO PRODUCTION UNIT, INC.
Bids and Awards Committee

APO PRODUCTION UNIT, INC.
Bids and Awards Committee
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Edna 11-20-2017 9:38 AM

APO PRODUCTION UNIT, INC.
TREASURY DEPARTMENT
Received by: [Signature]
Signature Over Printed Name
Date: 11-20-17 Time: 9:50 am