



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



4 January 2022

MEMORANDUM 2022-01-08

TO : ALL CONCERNED EMPLOYEES
FROM : HUMAN RESOURCES & ADMINISTRATION
SUBJECT : ANNUAL PERFORMANCE EVALUATION

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

The Performance Evaluation System aims to measure an individual's job performance and whether the employee's ability and know-how matches the present job description. Feedback from the supervisor may also assist the employee in improving his/her overall performance.

The conduct of the Performance Evaluation System is one of the requirements of the Governance Commission for GOCCs for an Agency's eligibility to the 2021 Performance-Based Bonus (PBB).

The Human Resources & Administration office will address inquiries on employees' attendance records and disciplinary actions to assist supervisors in appraising their employees' performance.

Rating forms will be distributed on January 14, 2022 and need to be submitted to the HRAD office on or before February 15, 2022 for tabulation.

For your information and guidance.


REX FRANCINE M. FERRER

Human Resource and Administrative Services Division Manager

Noted By:


D. GUILMAR D. VIDANES

EVP and General Manager

cc: APO-Lima / Finance / Internal Audit
Production / Sales & Marketing
Special Concerns / Supply Chain