



20 January 2023

MEMORANDUM
HRAD-2023-01-032

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 2022 Performance-Based Bonus (PBB).

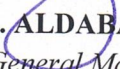
The Human Resources & Administrative Services Division will address inquiries on employees' attendance records and disciplinary actions to assist supervisors in appraising their employees' performance.

Rating forms will be distributed on January 25, 2023 and need to be submitted to the HRAD office on or before February 15, 2023 for tabulation.

For your information and guidance.


MARY ANN D. MANRIQUE 4:37 p
OIC - Human Resource and Administrative Services

Noted By:


JAIME H. ALDABA JR.
EVP and General Manager

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