

MEMORANDUM HRAD-2025-01-004

TO : ALL CONCERNED EMPLOYEES
FROM : HUMAN RESOURCES AND ADMINISTRATIVE SERVICES DIVISION
DATE : 06 JANUARY 2025
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 2024 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 14, 2025 and need to be submitted to the HRAD office on or before February 05, 2025 for tabulation.

For your information and guidance.



LYNDON M. DINGLASAN
Manager, Human Resources and Administrative Services Division

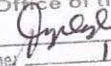
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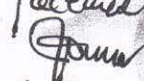

ATTY. LIEVJ RAONI B. ALIMANGO
EVP & General Manager


ATTY. GIL CARLOS R. PUYAT
President

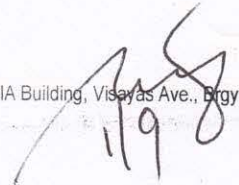
2/F PIA Building, Visayas Ave., Brgy. Vasra, Quezon City 1128, Philippines • Trunkline: (632) 8282-5309 • FAX: (632) 8927-6793 • www.apo.gov.ph

Materials Control Department
Received By: 
Signature over printed name
Date: 1-9-25

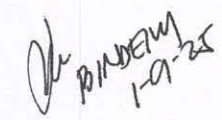
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Office of the President
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Received by:

J. Small 1/09/2025


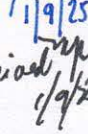

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1/9/25



E. GONZALEZ
1-9-2025



1-9-25


Carla D. Abobo
Sales & Marketing Support Head
1/09/25

BAC Required: 
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
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BY:  DATE: 1/9/25 TIME: 9:48

Fe B. 
Purchasing Manager
Date: 1/9/25

CORPORATE PLANNING DEPT.
APO Production Unit Inc.

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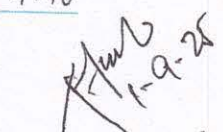
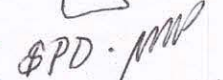
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R. L. 

APO PRODUCTION UNIT, INC.
LOGISTICS
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BY:  DATE: 1/9/25

APO PRODUCTION UNIT INC
ACCOUNTING DEPT
RECEIVED
BY: Frances Ramirez
DATE/TIME: 01/09/25 9:23am


BPD - 
1-9-2025