	Company Policy		
	Document Name Performance Evaluation Policy		
Issuer: Bernardo San Juan III	Effectively Date: 05-July-2021	Version 02 HRMEMO2021-002	No of pages: 6

1. OVERVIEW

This policy shall support the process and standard in acknowledging the performance of every employee and ensuring 100% compliance to having timely annual or semi-annual performance evaluations

2. PURPOSE


- 2.1. To provide clarity on performance standards
- 2.2. To Identify employees' performance gaps or weaknesses that translate into constructive intervention
- 2.3. Establish the likely causes of poor performance and identify any training needs and/or
- 2.4. Set targets for improvement or promotional opportunities and a timescale for review.
- 2.5. To provide an avenue of conversation in relation to employee's career development.

3. SCOPE

All employees under Axadra Ventures, Inc.

4. DEFINITION OF TERMS

- 4.1. Performance Evaluation - is the process where employees are provided feedback on their performance based on what is recorded in their scorecard and is essential in their progression.
- 4.2. Monthly Scorecard - an objective and balanced measure of achievement or progress toward a monthly goal.
- 4.3. Direct Reports - as the term implies, report directly to someone who is above them in the organizational hierarchy, often a manager, supervisor, or team leader
- 4.4. Immediate Supervisor -is responsible for assigning them work and monitoring performance.
- 4.5. Evaluation Period - covered months of evaluation comprising either 6 or 12 months.

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4.6. Applicable Month - last covered month of the evaluation period (*e.g Evaluation Period: October 2021 - March 2022; Applicable Month: March 2022*)

5. RESPONSIBILITY & PROCEDURE

5.1. RESPONSIBILITIES

5.1.1. Employee


- (1) Has prerogative to remind their managers of monthly performance feedback prior to the scheduled evaluation
- (2) Actively participates in the performance dialogue and raises potential issues that may promote or be detrimental to performance.
- (3) Helps the Human Resources Team determine the coaching compliance of the Managers through answering the Survey regarding Performance Conversation and Coaching Survey released every 15th of the following month (*for the applicable month of performance conversation*)

5.1.2 Immediate Supervisor/Manager

- (1) Executes the monthly performance coaching and feedback prior to the scheduled performance evaluation
- (2) Prepares the monthly scorecards and discusses them for transparency.
- (3) Prepares evaluation form and scorecards to be furnished with HR through links
- (4) Ensures that the goals set, wins, gaps are acknowledged and agreed on by the employees.
- (5) Sets expectations on salary caps, next progression, and documentation
- (6) Follows through on any agreed interventions that may be discussed during the coaching session

5.1.3 Human Resource Department


- (1) Ensures full implementation of this policy and within the parameters set through company's guidelines and procedures.

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- (2) Reminds the Managers to update scorecards and initiates conversation every end of the applicable month.
- (3) Sends the month end survey to the employees for acknowledgement of their agreed goals and overall performance.
- (4) Audits the performance conversation randomly as shared with HR
- (5) Reports the result of Coaching compliance to the Management every quarter.
- (6) Hold managers accountable to their obligation to provide feedback
- (7) Recruitment shall inform the Hiring Managers during the hiring process when employees are hired at cap.

5.2. IMPLEMENTING GUIDELINES

- 5.2.1. Monthly Scorecards shall be used as the summary of performance metric.
 - (1) The scorecard will serve as the quantitative and qualitative summary of an employee's performance each month.
 - (2) The parameters and specifics of the scoring system on the scorecards are determined by the department managers and must be reviewed and approved by upper management and HR.
 - (3) A copy or active link of the scorecards must be furnished to HR.
- 5.2.2. Coaching conversation and performance discussion shall be conducted at least every month; within 15 days after Applicable month (*e.g Scorecards for January should be reviewed and discussed with the employee on/before February 15*)
- 5.2.3. The Performance Evaluation form shall be used for the Annual and Semi-annual performance evaluations.
 - Semi-annual evaluation: performance evaluation conversations will need to be completed on/before 15 calendar days after the month end of 6-month period. (*e.g assessment period: August 2020 – January 2021, evaluation conversation needs to be completed on/before February 15, 2020*)
 - Annual evaluation: performance evaluation conversations will need to be completed on/before 15 calendar days on the 12-month period (*e.g assessment period: June 2020 – May 2021, evaluation conversation needs to be completed on/before June 15, 2021*)

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5.2.4. If the 15th day falls on a holiday or rest day; the manager or supervisor shall send the evaluation and scorecards on the following business day.

5.2.5. Management Scoring

(1) This compliance is included on every leader’s scorecard as a modifier that will impact the overall score:

a. Timeliness of submission


Timeliness (TAT)	Corresponding Score
-7 to -5 day/s	5
-4 to -1 day/s	4
0 to 2 day/s	3
3 - 5 days late	2
Greater than 5	1

b. Completeness of evaluation on/before the target date of submission

Completion Rate	Corresponding Score
85% - 100%	5
70% - 84.99%	4
55% - 69.99%	3
40% - 54.99%	2
39.99% and below	1

c. Survey rating result from the direct reports

Survey Results Scale	Corresponding Score
4.45 – 5.00	5
3.90 – 4.44	4
3.35 – 3.89	3
2.80 – 3.34	2
2.79 and less	1


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(2) Corresponding Sanction shall be imposed to Managers if required average score in a quarter is not met

Overall Score	Corresponding Score	Code of Conduct Sanction
4.45 – 5.00	5	None
3.90 – 4.44	4	None
3.35 – 3.89	3	None
2.80 – 3.34	2	None
2.79 and less	1	Minor Offense

5.3. PROCESS

- 5.3.1. The Human Resources Department as goodwill, shall send the Managers and Supervisors a reminder at the end of the applicable month to do the performance conversation and complete the scorecards not later than the 15th of the following month.
- 5.3.2. Managers or Supervisors shall then start the conversation with the employee:
- (1) Review Performance
 - (2) Acknowledge achievement and Identify weaknesses where applicable
 - (3) Gain agreement on the outcome of the scores.
 - (4) Formulate mutual commitments to help the employee progress
 - (5) Set a revisit date for the next conversation.
 - (6) Take responsibility for the documentation of the feedback session
- 5.3.3. In the event of disagreement between the employee and the Immediate Supervisor because of scorecard result disputes, the Department Manager escalates the issue to HR for investigation. HR shall draw an objective resolution to resolve the dispute and inform both parties of the result of the investigation.

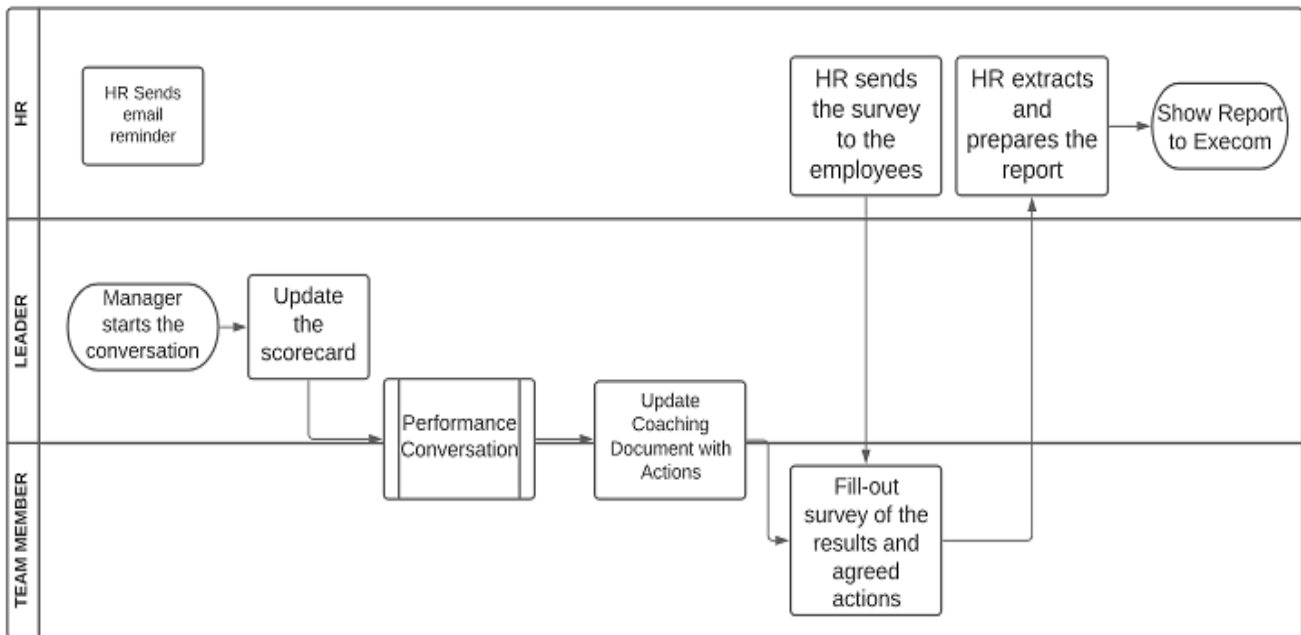
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5.3.4. Human Resources Management shall send a Coaching compliance and performance discussion survey to the employees every 15th of the following month to measure their overall experience on their conversation with their managers/supervisors.

5.3.5. Human Resources shall extract the results and send a report to MANCOM at the end of the month.

5.3.6. The process flow for the Performance Evaluation is defined in Annex A.

5.4. PROCESS FLOW

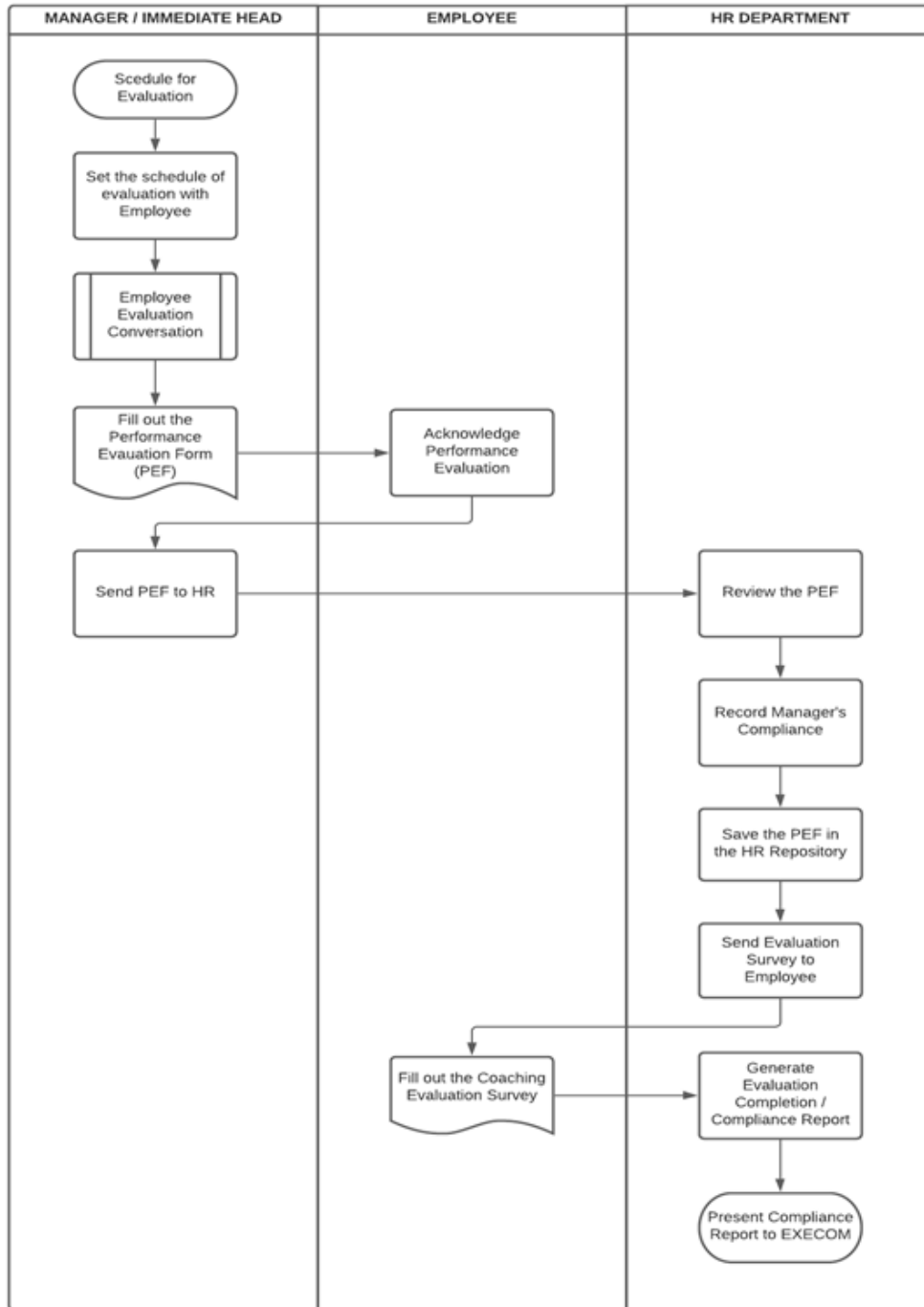



6. RELATED DOCUMENTS/FORMS

- HRA012 Performance Evaluation Form
- Monthly Scorecards

ANNEX A

Performance Evaluation Detailed Process Flow



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REVISION HISTORY

VERSION NO.	VERSION DATE	DESCRIPTION OF REVISION	ORIGINATOR
1.0	03 MAY 2021	Approved Version	Princess Irish Palmares
2.0	15 June 2021	Changed Title of Policy from Coaching Compliance to Performance Evaluation Policy	Princess Irish Palmares
		Changed Overview from: "... performance of every employee and ensuring 100% compliance to having timely coaching evaluations. " to: "... performance of every employee and ensuring 100% compliance to having timely annual or semi-annual performance evaluations. "	
		Included a section in the policy enumerating the related forms	
		Changing the conversation date from 14th to 15th	
		Adding Applicable Month and Evaluation Period in the Definition of Terms	

Prepared By:  Princess Irish Palmares Sr. Compensation & Benefits Specialist	Reviewed by:  Peggy Blanch Pangilinan HR & Admin Manager  Hans Christian Visitacion Learning & Development Manager	Approved by:  Bernardo San Juan III President
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