

Performance Evaluation System

The performance evaluation system is designed to provide a common and equitable basis for evaluating the performance of employees. The Company regards the evaluation of employee's performance as one of the primary responsibilities of those having supervisory functions. The performance evaluation serves as an effective tool for:

- assisting employees in their professional development and growth in the Company;
- determining merit increases objectively and equitably; and
- determining appropriate HR action, such as transfers and promotions

Schedule of Performance Evaluation

Performance evaluation is scheduled at the end of each year covering January 1 to December 31.

Performance Rating

Score	Rating	Definition	
5	-	Commendable	Distinctly and consistent exceptional performance
4	-	Highly Satisfactory	Exceeds position requirements and expectations
3	-	Satisfactory	Meets minimum position requirements and expectations
2	-	Needs Improvement	Needs significant improvement in most aspects of the job
1	-	Failed	Does not meet minimum standards in critical aspects of the job and has numerous performance deficiencies

Ranking

Employees are ranked based on the total score earned from the performance evaluation using the Appraisal Form.

Score ranges are as follows:

4.76	-	5.0	Commendable
4.25	-	4.75	Highly Satisfactory
3.50	-	4.24	Satisfactory
2.00	-	3.49	Needs Improvement
1.99 & below			Failed

The score will determine if one employee is higher than the other in rank if both get the same performance rating.