

INTER OFFICE MEMO

TO : ALL EVALUATORS and EMPLOYEES
FROM : HUMAN RESOURCE DEPARTMENT
RE : ORIENTATION ON THE REVISED PERFORMANCE APPRAISAL FORM
DATE : October 27, 2025
REF# : HRD-SUP-25-00-043
CC : DC/file/NEWS

This is to inform all concerned that an orientation on the newly revised Performance Appraisal Form will be conducted to ensure a uniform understanding of the updated evaluation process, standards, and submission requirements. This activity will be conducted in 3 batches.

Batch 1: For Evaluators

Schedule: October 29, 2025 – 8:30am (Hybrid Set-Up)

Venue: 4th Floor – to be attended by Head Office Evaluator

Zoom: For Cavite Plant, Provincial Service Center and Account Officers (link will be sent before the scheduled meeting)

Coverage of Orientation:

- Overview of revisions and key changes to the form
- Guidelines for proper completion and documentation
- Clarifications on rating standards and competencies
- Timely submission of each accomplished form
- Open forum for questions and clarifications

Batch 2: For office based employees

Schedule for Head Office: November 3, 2025 – Right after General Assembly at Head office hence GA will start at around 9:00am

Venue: 4th Floor –Head Office

Schedule for Cavite Plant: November 6, 2025 – During General Assembly, hence plant GA will start at 9:00AM at the assembly area.

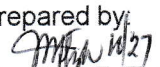
Coverage of Orientation:

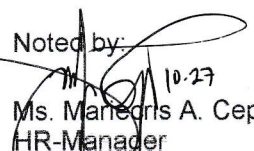
- Presentation of the revised appraisal form
- Explanation of performance standards and key competencies
- Discussion on timelines for submission and evaluation process
- Open forum for questions and clarifications

Batch 3 for Product Merchandiser (PM): This is in coordination with Sales PMMM which will occur during office day.

Attendance is highly encouraged as this session aims to promote accuracy, consistency, and timeliness in the performance appraisal process.

Thank you for your cooperation.

Prepared by:

Mamerta F. Tagle
HR-Supervisor

Noted by:

Ms. Maricris A. Cepe
HR-Manager

Approved by:

Mr. Oliver M. Filoteo
President/CEO