

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
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	Chapter 5: Performance Appraisal	Date: Effective Nov. 20, 2018
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0501 General

The performance of each employee shall be appraised semi-annually in writing by the employee’s immediate supervisor in accordance with set procedures/ policies.

0502 Purpose

Performance appraisal is intended as a means of measuring individual performance, determining merit- based salary increases, designing staff development programs and fulfilling the requirements for documentation of individual performance.

0503 Evaluation Period

The employee shall be rated based on his/ her performance during the previous six- month period. In case where the employee was transferred to another department within the evaluation period, the supervisor/ department head with the longer period of supervision over the subject employee shall accomplish the evaluation.