



PASAR

Employee	Milleza, Pyana Rose T.	Date	2018-09-05 10-12-18
Leader	Charito T. Bonul	Designation	Choose an item.

### Part I – Performance Discussion

1. What does the employee think he/she did well?
<p>Safety: Proper PPE, SAM, housekeeping, checks equipments before using. Reports observed hazards to team leaders In case of equipment breakdown - reports to team leader to make work required.</p> <p>Quality: Precision and accuracy are met</p>
2. What does the employee think he/she could have done differently?
<p>To be trained on tasks not yet learned like water analysis CHg, Cr<sup>6+</sup>, Total hardness, etc?</p> <p>willingness to be trained, willing to do work (overtime)</p> <p>Persistent</p> <p>willing to learn analysis done outside Envi- In Process Group</p>
3. What does the Leader think the employee did well?
<p>Regularly attend PCOM meetings, wear PPEs, fill up SAM</p> <p>Reports to Team leader safety concerns and equipment issues</p> <p>Applied QC/QA protocol to analytical task done.</p>
4. What does the Leader think the employee could have done differently?
<p>Proper PPE should be worn always especially during titration</p> <p>training on Cr<sup>6+</sup>, Hg, MPK, Cl, Tot Hardness, SiO<sub>2</sub> of water samples; also lead XRF method</p> <p>Epc Improvement in authorization of samples in Sample Manager</p>



## Part II – Core Values

Core Values	Below expectations	Meets expectations	Exceeds expectations
Safety	No or low compliance to safety and environmental standards	Full compliance to safety standards such as but not limited to: <ul style="list-style-type: none"> <li>▪ Wears correct PPE ✓</li> <li>▪ Regularly conducts pre-shift meetings ✓</li> <li>▪ Uses appropriate risk management tools – SLAM, JSA ✓</li> <li>▪ Prepares required permits</li> <li>▪ Housekeeping ✓</li> </ul> Work complies with or follows relevant environmental standards	<ul style="list-style-type: none"> <li>▪ Influences behaviors of colleagues by being a positive model, through coaching, mentoring</li> <li>▪ Recognized as a safety champion and/or environmental steward within and outside the organization</li> </ul>
	Comments: <i>there are times not wearing safety glass in titrating.            Regularly attend PCOM meetings, fill up SLAMs            Raise concerns (safety) to TL</i>		
Sustainability	<ul style="list-style-type: none"> <li>▪ Lacks or no initiative, drive for improvement</li> <li>▪ Accepts status quo</li> <li>▪ Temporary, quick-fix solutions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiates improvements within work group or team ✓</li> <li>▪ Seeks out new projects, ideas</li> <li>▪ Uses systematic process in achieving improvements ✓</li> <li>▪ Incremental results implemented or sustained within the year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiates improvements across the organization</li> <li>▪ Displays out-of-the-box, lateral thinking to come up with creative and effective solutions</li> <li>▪ Breakthrough and sustained results more than 1 year</li> </ul>
	Comments: <i>• Raised about dilapidated cabinets.            works on <sup>first in</sup> samples with shorter turn around time.</i>		
Passion	<ul style="list-style-type: none"> <li>▪ Avoids new, difficult or challenging tasks</li> <li>▪ Cruise control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates sense of urgency for performing tasks ✓</li> <li>▪ Takes initiative ✓</li> </ul>	<ul style="list-style-type: none"> <li>▪ Volunteers or takes on 'thankless jobs' - difficult tasks regardless of reward or recognition</li> </ul>



Core Values	Below expectations	Meets expectations	Exceeds expectations
	<ul style="list-style-type: none"> <li>Very comfortable or content with routine work</li> </ul>	<ul style="list-style-type: none"> <li>Does not give up easily (or at all) ✓</li> <li>Initiate projects, tasks they are interested in</li> <li>Takes responsibility for personal learning and growth ✓</li> </ul>	<ul style="list-style-type: none"> <li>Works on projects, tasks outside of defined responsibilities</li> <li>Works or engages with people outside of work group or organization to mobilize and/or leverage resources</li> </ul>
	Comments: • Helps co-worker. • Starts special samples if it can be done together with regular samples.		
Integrity	<ul style="list-style-type: none"> <li>Denies responsibility for own words and actions; tends to blame others</li> <li>Usually unreliable to act on committed actions</li> <li>Undermines trust within the workgroup or organization</li> </ul>	<ul style="list-style-type: none"> <li>Takes responsibility for words and actions ✓</li> <li>Demonstrates consistency in using a constructive words and actions ('walks the talk') ✓</li> <li>Delivers on commitments most of the time</li> <li>Builds trust within workgroup ✓</li> <li>Speaks his/her mind</li> </ul>	<ul style="list-style-type: none"> <li>Delivers on commitments with high consistency and reliability</li> <li>Fosters trust and respect across the organization</li> <li>Consistently provides constructive feedback</li> <li>Courage</li> </ul>
	Comments: • Accepts faults/ mistakes, learn from it & avoiding it to happen again (as much as possible). • with palabra de honor		
Collaboration	<ul style="list-style-type: none"> <li>Strained work relationships</li> <li>Difficulty building and/or maintaining productive work relationships</li> <li>Not a team player, disrupts team process</li> <li>Jeopardize achievement of team goals</li> <li>Difficulty working with others</li> <li>Avoids conflict</li> <li>Unwilling to resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Effective work relationships allow for achievement of shared goals ✓</li> <li>Works effectively and cooperatively with others, team player ✓</li> <li>Collaboration within team, work group ✓</li> <li>Work with others in resolving conflicts within reasonable period ✓</li> </ul>	<ul style="list-style-type: none"> <li>Builds productive, mutually beneficial relationships to solve problems and achieve common goals</li> <li>Creates new partnerships or expands sphere/circle of influence with stakeholders outside of the work group and/or organization to achieve multi-faceted, cross-functional/shared goals</li> </ul>



PASAR

Core Values	Below expectations	Meets expectations	Exceeds expectations
	<ul style="list-style-type: none"> <li>Unable to resolve or constructively manage conflicts</li> </ul>	<ul style="list-style-type: none"> <li>Proposes middle ground solutions allowing group to move forward</li> </ul>	<ul style="list-style-type: none"> <li>Proactively addresses conflicts -- anticipates conflicts and addresses these skillfully before becoming</li> <li>Always seeks and usually achieves 'win-win' resolutions</li> </ul>
	Comments: • During 2nd shift (weighs endorsed samples like Dore if the co-worker is busy doing its assigned task) • willing to analyze samples from other group.		
Quality	<ul style="list-style-type: none"> <li>Work is below agreed specifications (cost, quality, time, delivery)</li> <li>Unable to or difficulty distinguishing what is quality work</li> <li>Unable to or difficulty recognizing and/or correcting mistakes</li> <li>Fails to learn from mistakes</li> <li>Relies on others to check on own work</li> </ul>	<ul style="list-style-type: none"> <li>Work meets agreed specifications most of the time (cost, quality, time, delivery) /</li> <li>Learns and corrects own mistakes most of the time /</li> <li>Takes action to ensure errors do not recur /</li> <li>Able to check own work to ensure accuracy and completeness /</li> </ul>	<ul style="list-style-type: none"> <li>Work is consistently of high caliber vis-à-vis peers/colleagues</li> <li>Work creates more value than original intent or purpose</li> <li>Takes action to minimize or mitigate impact of errors/mistakes to a negligible levels</li> </ul>
	Comments: • If CS can't be attained, cleaning of equipment is done or reprepare CS if necessary.		

*Smiley*  
 DIANA ROSE T. MILLEZA  
 [Name of employee]  
 Choose an item.

10-17-18  
 2018-09-05  
 Date

*Charity T. Monte*  
 Charity T. Monte  
 [Name of Leader]  
 Choose an item.

2018-09-05  
 Date





PASAR

Employee Name	Dyana Rose T. Milleza	Date	2019-07-22
Immediate Leader	Charito T. Boñul	Designation	Team Leader

### Part I – Performance Discussion

1. What does the employee think he/she did well?

*Ensures results are relayed on time  
Organized and systematic- has a system to prepare and analyze the samples (arranging them according to priority)  
Collaboration with workmates-emphasizing teamwork to get done with the job assigned  
Takes initiative  
Has undergone training on mercury and Cr+6 analysis in water samples*

2. What does the employee think he/she could have done differently?

- a) Enhance analytical skills when trained on the following:  
NovAA (more training) and Agilent AAS operations  
MIBK method of analysis of water samples  
Glass bead analysis by Glass bead-XRF method.*

3. What does the Leader think the employee did well?

*More safety conscious.  
Raise safety concerns  
Support 5S project of the lab  
Can analyze mercury and Cr+6 in water samples thereby enhancing flexibility on manpower scheduling  
Trained on tri-acid digestion*

4. What does the Leader think the employee could have done differently?

- a) Could enhance analytical skills if trained on the following  
1. NovAA (more training) and Agilent AAS operations  
2 MIBK method of analysis in coastal water samples  
  
b) Courage to issue permit to work and work permits*



PASAR

## Part II – Core Values

Core Values	Below expectations	Meets expectations	Exceeds expectations
<b>Safety</b>	No or low compliance to safety and environmental standards	Full compliance to safety standards such as but not limited to: <ul style="list-style-type: none"> <li>▪ Wears correct PPE</li> <li>▪ Regularly conducts pre-shift meetings</li> <li>▪ Uses appropriate risk management tools – SLAM, JSA</li> <li>▪ Prepares required permits</li> <li>▪ Housekeeping</li> </ul> Work complies with or follows relevant environmental standards	<ul style="list-style-type: none"> <li>▪ Influences behaviors of colleagues by being a positive model, through coaching, mentoring</li> <li>▪ Recognized as a safety champion and/or environmental steward within and outside the organization</li> </ul>
	Comments: <i>Wears complete PPEs, regular attendance to P-COM meetings, fill out SLAMS</i> <i>More safety conscious</i>		
<b>Sustainability</b>	<ul style="list-style-type: none"> <li>▪ Lacks or no initiative, drive for improvement</li> <li>▪ Accepts status quo</li> <li>▪ Temporary, quick-fix solutions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiates improvements within work group or team</li> <li>▪ Seeks out new projects, ideas</li> <li>▪ Uses systematic process in achieving improvements</li> <li>▪ Incremental results implemented or sustained within the year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiates improvements across the organization</li> <li>▪ Displays out-of-the-box, lateral thinking to come up with creative and effective solutions</li> <li>▪ Breakthrough and sustained results more than 1 year</li> </ul>
	Comments: <i>Suggested a system (like Si monitoring of APCT samples) for monthly monitoring of SMST samples</i>		
<b>Passion</b>	<ul style="list-style-type: none"> <li>▪ Avoids new, difficult or challenging tasks</li> <li>▪ Cruise control</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates sense of urgency for performing tasks</li> <li>▪ Takes initiative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Volunteers or takes on 'thankless jobs' - difficult tasks regardless of reward or recognition</li> </ul>



PASAR

Core Values	Below expectations	Meets expectations	Exceeds expectations
	<ul style="list-style-type: none"> <li>Very comfortable or content with routine work</li> </ul>	<ul style="list-style-type: none"> <li>Does not give up easily (or at all)</li> <li>Initiate projects, tasks they are interested in</li> <li>Takes responsibility for personal learning and growth</li> </ul>	<ul style="list-style-type: none"> <li>Works on projects, tasks outside of defined responsibilities</li> <li>Works or engages with people outside of work group or organization to mobilize and/or leverage resources</li> </ul>
	Comments: <i>Looks for initiative in case of equipment breakdown to finish the work assigned</i>		
Integrity	<ul style="list-style-type: none"> <li>Denies responsibility for own words and actions; tends to blame others</li> <li>Usually unreliable to act on committed actions</li> <li>Undermines trust within the workgroup or organization</li> </ul>	<ul style="list-style-type: none"> <li>Takes responsibility for words and actions</li> <li>Demonstrates consistency in using a constructive words and actions ('walks the talk')</li> <li>Delivers on commitments most of the time</li> <li>Builds trust within workgroup</li> <li>Speaks his/her mind</li> </ul>	<ul style="list-style-type: none"> <li>Delivers on commitments with high consistency and reliability</li> <li>Fosters trust and respect across the organization</li> <li>Consistently provides constructive feedback</li> <li>Courage</li> </ul>
	Comments: <i>Is accountable for her analytical outputs and accepts constructive feedback</i> <i>Has courage to raise concerns other than safety like suggestions for rotational rest days among analyst of Envi-In Process Team</i>		
Collaboration	<ul style="list-style-type: none"> <li>Strained work relationships</li> <li>Difficulty building and/or maintaining productive work relationships</li> <li>Not a team player, disrupts team process</li> <li>Jeopardize achievement of team goals</li> <li>Difficulty working with others</li> <li>Avoids conflict</li> <li>Unwilling to resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>Effective work relationships allow for achievement of shared goals</li> <li>Works effectively and cooperatively with others, team player</li> <li>Collaboration within team, work group</li> <li>Work with others in resolving conflicts within reasonable period</li> </ul>	<ul style="list-style-type: none"> <li>Builds productive, mutually beneficial relationships to solve problems and achieve common goals</li> <li>Creates new partnerships or expands sphere/circle of influence with stakeholders outside of the work group and/or organization to achieve multi-faceted, cross-functional/shared goals</li> </ul>



PASAR

Core Values	Below expectations	Meets expectations	Exceeds expectations
	<ul style="list-style-type: none"> <li>Unable to resolve or constructively manage conflicts</li> </ul>	<ul style="list-style-type: none"> <li>Proposes middle ground solutions allowing group to move forward</li> </ul>	<ul style="list-style-type: none"> <li>Proactively addresses conflicts – anticipates conflicts and addresses these skillfully before becoming</li> <li>Always seeks and usually achieves 'win-win' resolutions</li> </ul>
	Comments: <i>Support 5S project of the lab</i> <i>Team work to achieve good quality results delivered on time</i>		
Quality	<ul style="list-style-type: none"> <li>Work is below agreed specifications (cost, quality, time, delivery)</li> <li>Unable to or difficulty distinguishing what is quality work</li> <li>Unable to or difficulty recognizing and/or correcting mistakes</li> <li>Fails to learn from mistakes</li> <li>Relies on others to check on own work</li> </ul>	<ul style="list-style-type: none"> <li>Work meets agreed specifications most of the time (cost, quality, time, delivery)</li> <li>Learns and corrects own mistakes most of the time</li> <li>Takes action to ensure errors do not recur</li> <li>Able to check own work to ensure accuracy and completeness</li> </ul>	<ul style="list-style-type: none"> <li>Work is consistently of high caliber vis-à-vis peers/colleagues</li> <li>Work creates more value than original intent or purpose</li> <li>Takes action to minimize or mitigate impact of errors/mistakes to a negligible levels</li> </ul>
	Comments: <i>Make sure that relayed results are precise and on trend and values of CS used are within acceptable range</i>		

*Dyana Rose T. Milleza*

[Name of employee]

Choose an item.

2019-07-22

Date

*Charito T. Boñul*

[Name of Leader]

Choose an item.

2019-07-22

Date

**2019 YEAR-END PERFORMANCE REVIEW FORM 2 (PRF2)****Final Individual Performance Discussion – WITH RATING**

Employee	Dyana Rose T. Milleza	Date	February 10, 2020
Leader	Charito T. Boñul	Designation	Team Leader

**Process:**

1	The Leader summarizes the Employee performance review in reference to the initial performance discussion and Employee's individual performance throughout the year based on Employee's behavior towards the company values, project completion and participation in the team's performance and then completes PRF2.
2	The Leader determines <i>preliminary rating</i> of the Employee's performance on 1-4 scale. <i>Do not discuss rating with employee yet.</i>
3	The Leader and Manager (Manager once removed) meet to discuss rationale behind the rating.
4	The Manager holds a review of ratings with the Superintendents to discuss the performance of Employees and achieve agreement on performance appraisal ratings.
5	The Leader holds a formal 1 on 1 review meeting with the Employee to discuss Employee's individual performance.
6	Once discussions are complete, Leader communicates the final assessment rating and rationale behind the rating.
7	The Employee and Leader agree on actions for improving performance.
8	The Employee and Leader agree on development requirements and actions. These must be consistent with the needs of the business.
9	The Employee and Manager document results of review and ensure the PRF2 is completed and signed.
10	The Manager (or Manager once removed) signs the form. Employee and Leader each keep a copy; and submit a copy to HRBP.

**IMPORTANT NOTE:**

- THE FORMAL REVIEW MEETING BETWEEN THE LEADER AND EMPLOYEE CANNOT OCCUR UNTIL AFTER THE MANAGER (OR MANAGER ONCE REMOVED) MEETING AND REVIEW HAVE TAKEN PLACE
- STEPS 1, 2, 3 AND 4 ABOVE MUST BE COMPLETED PRIOR TO CONDUCTING THE FORMAL REVIEW MEETING WITH THE EMPLOYEE.

## Part I – Final Performance Discussion

1. What does the Employee think he/she did well?

*Learned new methods like tri-acid digestion  
Learned how to operate new equipment like Agilent AAS and new TU analyzer  
Supported 5S program of the lab*

2. What does the Employee think he/she could have done differently?

*Enhance analytical skills if trained on the following:  
a) Operation of TCLP equipment  
b) Thorough training on MIBK analysis, Oil and grease in water samples*

3. What does the Leader think the Employee could have done differently?

- 1. Should have the courage to issue permit of work and associated work permits*
- 2. Thorough training on the ff:  
a. Fluorine by Fusion –ISE method,  
b. Glass bead fusion-XRF  
c. MIBK method and Oil and Grease analysis in water samples*

4. What does the Leader think the Employee did well?

- 1. Learned new methods of analysis:  
Hg, Cr+6 in water samples  
Tri-acid digestion,*
- 2. Learned to operate new lab equipment such as  
a) AGILENT AAS  
b) New TU analyzer*
- 3. Supports 5S program of the lab*
- 4. Accepted the challenge as full time trainee of the new TU analyzer conducted last September 2019*

## Part II – Final Evaluation of Performance

Consider overall performance, both positive and negative throughout the year based on Employee's behavior towards the reorganization, company values, project completion and participation in the team's performance. Please provide specific examples or evidence.

### Overall Comments on Performance:

*Showed enthusiasm when trained on new procedure and analytical equipment and accepting the challenge as full time trainee on the operation of new TU analyzer last September 2019  
Support 5S program of the lab  
Safety conscious  
However needs the courage in issuing permit to work and associated work permit  
Follow QA/QC protocol to ensure analytical results are released with good quality and on time*

**Performance Rating :** Considering overall performance during the review period, circle as appropriate:

- |                          |   |
|--------------------------|---|
| 4 – Exceeds Expectations | Significantly exceeded the objective or standard(s).  |
| ③ – Meets Expectations   | Met (or somewhat exceeded) required objective or standard(s).   |
| 2 – Needs Improvement    | Made some progress in achieving the expectations, but did not meet the required objective or standard(s). |
| 1 – Not Achieved         | Is clearly not performing to expectations. Results are far from the required objective or standard(s).    |

**DO NOT COMMUNICATE PERFORMANCE RATING WITH EMPLOYEE UNTIL AFTER THE MANAGER REVIEW.**

### Part III – Individual Development Plan

#### Improvement Plan

Agreed between Leader and Employee

- What work behavior is currently productive and should be enforced?
- What work behavior should be changed to be more productive?

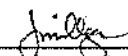
1. Can perform multitasking task
2. Courage in issuing work permits

#### Development Requirements

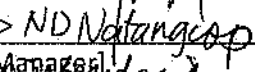
- What development actions are needed? (These can be training or on the job experiences)
- Development actions must be consistent with the needs of the business

Needs further training on:

1. Oil and Grease analysis in water samples
2. MIBK method of analysis of water samples
3. TCLP operation
4. Tellurium analysis of Copper Telluride samples

  
 Dyana Rose T. Milleza  
 Staff  
 February 10, 2020  
 Date

  
 Charito T. Boñul  
 Team Leader  
 February 10, 2020  
 Date

<signature>   
 [Name of Manager]  
 Choose an item.  
 January 20, 2020  
 Date