

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<h1>ADMINISTRATIVE MANUAL</h1>	<b>Class Code: D</b>
	<h2>CHAPTER 7: PERFORMANCE APPRAISAL</h2>	Reference Code: <b>OM-ADM</b> Revision Number: <b>00</b> Effective Date: <b>Nov. 20, 2018</b> <b>Page 18 of 49</b>

### 7.1 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.

### 7.2 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.

### 7.3 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.