	<h1>Human Resources</h1> <h2>Key Performance Indicator</h2>		Document Number: KPI-SS-05-.03
	Department: Human Resources	Effective Date: September 5, 2025	Revision No 0


KPI 2025

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	Average Time to Fill	10%	< 45 days	Lower is better	Measures the efficiency of the recruitment process by calculating the average number of calendar days it takes to fill a position (from approved manpower request to offer acceptance).	MRF Monitoring Sheet (MRF Approved Date, Salary Offer Sheet Date)	Time to Fill = Salary Offer Sheet Date – MRF Approved Date Then apply: ≤ 45 days = 100% 46–50 days = 90% 51–55 days = 80% 56–60 days = 70% 61+ days= 60%
2	Personnel file management	10%	≤ 30 days	Lower is better	Timeliness of completion of pre-employment requirements of new hires. It is measure from date of hire.	201 File Monitoring	Actual # completed 201 file / # of new hires in a month
3	Competency Gap Closure Rate	10%	5% gap closure per month	Higher is better	Measures the percentage of identified competency gaps addressed through aligned training completions.	Competency Gap Closure Tracker	(No. of Gaps Closed This Month ÷ Total Identified Gaps in CBS) × 100
4	On-time submission of Performance Evaluation	10%	100%	Higher is better	% of probationary employees that fully accomplished their 3 rd & 5 th Month performance appraisals	Performance Evaluation Monitoring	# of actual performance evaluation submitted / # of proby employees due their 3 rd or 5 th month performance evaluation FTM
		10%			% of regular employees that fully accomplished their semestral performance appraisal		# of actual performance evaluation submitted / # of eligible FTE for the period

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5	Employee Engagement Program	10%	100%	Higher is better	At least two (2) in a month Engagement program	Email HR Calendar of Activities	# of actual / # of target
6	Employee Turnover	10%	≤ 4%	Lower is better	Measures the rate of the employee leaving the organization	Employee Monitoring	$\frac{(\# \text{ of Attritions} \times 100)}{(\text{Actual Employees} + \text{New Joined})} \div 100$ $\leq 4\% = 100\%$ $5 \text{ to } 6\% = 90\%$ $7 \text{ to } 8\% = 80\%$ $9 \text{ to } 10\% = 70\%$ $> 10\% = 60\%$
7	Timely Processing of Clearance	10%	≤ 30 days	Lower is better	Measures the number of days it takes to process an employee's clearance, from resignation date to clearance date.	Clearance Monitoring	Average Score = (Sum of scores per employee ÷ Number of employees cleared) Scoring per employee based on Days to Clear: ≤30 days = 100% 31–35 = 90% 36–40 = 80% 41–45 = 70% 46+ = 60%
8	On-time payment and reporting of statutory requirements	10%	100%	Higher is better	Measures on time payment and reporting of statutory requirements.	Government Monitoring	# of actual government records submitted for the month/# of government records due FTM
9	Updated Statutory Clearance Certificate	10%	100%	Higher is better	Tracks how efficient the updating of statutory clearances.	Government Monitoring	# of actual statutory clearances/# of statutory clearances due FTM.
		100%					

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