KPI 2021

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
1	New Hire within 45-Day Success Rate	10%	≤ 45 days	Lower is better	Tracks how efficient the hiring process is in terms of time resources used to fill a vacant spot. It's measured from sourced/applied to the acceptance of the offer	MRF Monitoring	Salary Offer Sheet Date - MRF Received Date 45 days and below= 100% 46 to 50 days= 90% 51 to 55 days= 80% 56 to 60 days= 70% 61 and up= 60%
2	Personnel file management	10%	≤ 45 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	Average number of 16hrs of training per employee per year	10%	30 FTE per month	Higher is better	Indicates the average actual training hours provided to all FTE	Training Scorecard	Actual # of employees trained per month Score = HC 100% = 100% 95% = 99 to 95% 90% = 90 to 94% 85% = 85 to 89% 80% = 80 to 84% 60% = Below 80%

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KPI 2021

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
4	On-time submission of Performance Evaluation	10%	100%	Higher is better	% of probationary employees that fully accomplished their 3rd & 5th Month performance appraisals	Performance Evaluation Monitoring	# of actual performance evaluation submitted / # of proby employees due their 3rd or 5th 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
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%	$\leq$ 4%	Lower is better	Measures the rate of the employee leaving the organization	Employee Monitoring	(# of Attritions x 100)/(Actual Employees + New Joined)/100 $\leq$ 4% = 100% 5 to 6% = 90% 7 to 8% = 80% 9 to 10% = 70% > 10% = 60%

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	Human Resource	Document Number:
	Human Resource	KPI-SS-05.03
	Key Performance Indicator	
	Department: Human Resources	**Effective Date:** January 22, 2022	**Revision No** 1

KPI 2021

No.	KPI Name	Weight	Target	Criteria	KPI Description	Source	Formula
7	Timely Processing of Clearance	10%	≤ 45 days	Lower is better	Timeliness of processing of clearance of separating employees. It is measure from date of resignation.	Clearance Monitoring	Clearance date - Resignation letter date Below 30days = 100% 30 to 35days = 90% 36 to 40 = 80% 41 to 45 = 70% 46 & up = 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%					

Note: Corrected formula for KPI#1 effectivity date is January 2021.

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