



MEMORANDUM

TO : MICHAEL ANTHONY JOHN M. DAVIES
Sales Executive, Sales Department

FROM : HR Manager

SUBJECT : **NOTICE OF NON-REGULARIZATION**

DATE : November 23, 2021

The result of the evaluation of your performance during your probationary period based on your *Performance Commitment Plan* and *Job Design* which you have signed and discussed with you by your Immediate Head at the start of your probationary employment, shows an overall rating of 74.23 % with an adjectival equivalent of Below Satisfactory broken down as follows :

- PART I - Outputs and Accomplishments - 69.53 %
- Part II - Behavioral/Competency Dimensions - 85.20 %

The above performance ratings reveal that **you have failed to meet the prescribed performance standards for regularization which is at least 85% or High Satisfactory** as discussed with you during your performance review to which you have agreed as evidenced by your signature on the *accomplished Performance Evaluation Form (PEF)*.

As such, your probationary employment as Sales Executive under Sales Department will be terminated effective November 24, 2021.

You are hereby directed to surrender to the units concerned your Company ID and other company property, records, documents, data, among others, which were given to you or presently in your possession and to comply with all clearance requirements to support the release of your last pay.


ROCHELL L. APAREJADO

cc : HRD -201 File