




MEMORANDUM

TO :  7/27/21
MARIO G. MEJIA
Building Maintenance Assistant, Admin Department

FROM : HR Manager

SUBJECT : **NOTICE OF NON-REGULARIZATION**

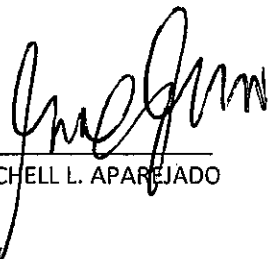
DATE : July 29, 2021

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 82.37 % with an adjectival equivalent of Low Satisfactory broken down as follows :

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 **Building Maintenance Assistant under Admin Department** will be terminated effective July 31, 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