

## NATURE OF OFFENSE / VIOLATION

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
written warning	3 days suspension	7 days suspension	15 days suspension	Discharge
3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge

d. Intermittent tardiness for 7 times

3. Failure to Report for Overtime work after being scheduled and after so agreeing to work overtime (except for just reasons.)

4. Failure to notify the Human Resource Section and Business Unit Manager within five (5) days of alleged sickness treated by outside physician (not Company physician), except for justifiable reasons.

An employee who is absent without official leave (AWOL) should be required to sign the AWOL acknowledgment form upon his return furnishing copy to HRS, if he refuses, he may, however be allowed to report for work if he can present any of the following conditions:

a. Confirmatory Excuse Slip. This may be granted/approved by the Business Unit Manager concerned or his authorized representative after such absence only in cases of emergency such as death or serious illness of an immediate member of an employee's family or any other emergency which may be deemed justified in the discretion of the Business Unit Manager or his authorized representative.

b. Sick Leave Slip. This should cover the employee's absence duly signed by the Company Doctor. A sick slip shall cover only one particular period of sickness.

c. Medical Certificate. This shall cover only one particular period of absence and which must be notarized if issued by an outside physician. In such cases, the medical certificate shall be forwarded to

HRS which shall in turn forward the same to the Company Doctor for approval. If approved, the Company Doctor shall issue the covering sick leave slip for that particular period otherwise the employee concerned shall be considered AWOL.

#### NATURE OF OFFENSE / VIOLATION

##### B. Work Attitudes :

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
1. Quitting work before end of prescribed working time without proper permission. If he quits more than 15 minutes before quitting time, should be considered "loafing"	Written Reprimand with stern Warning	3 days Suspension	7 days Suspension	15 days Suspension	Discharge
2. Loafing while on duty (This includes idle conversation not related to work, or apparently oversleeping in the comfort room, entertaining visitors during working hours not in connection with assignment, remaining around work areas not his assigned work place). Leaving work, work station or assigned duties without proper permission for any purpose not related to work or assignment. ( If serious breakdown or damage to company property or disruption of normal operation / activity result, the penalty shall be discharge).	Written Reprimand with stern Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
3. Insubordination or open defiance towards instructions of superiors including refusal to accept job assignments unless refusal is justified.	Discharge				
4. Serious misconduct or willful disobedience by the employee of the orders of his employer or representative in connection with his work.	Discharge				
5. Engaging in horseplay	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge

For: Doc Capote, ph

NATURE OF OFFENSE / VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
6. Refusal to accept and/or comply Company notices, memos, and policies.	3 days suspension	7 days suspension	15 days suspension	Discharge	
7. Failure to report to the hospital or clinic for physical examination on designated date unless for valid reasons.	7 days suspension	15 days suspension	Discharge		
8. Sabotage	Discharge				
9. Leaving place of work without permission in case of emergency or urgent work without being properly relieved at end of shift. (If damage to Company property and/or normal operation / activity is hampered, the penalty shall be next higher depending on the severity of damage or disruption).	3 days suspension	7 days suspension	15 days suspension	30 days suspension	Discharge
<b>C. Work Performance :</b>					
1. Gross and habitual neglect by the employee of his duties.	Discharge				
2. Fraud or willful breach by the employee of the trust reposed in him by his employer or representatives.	Discharge				
3. Acts of misfeasance involving the commission of fraud or breach of trust or dishonesty.	Discharge				
4. Acts of misfeasance injurious to the business or fraud or breach of trust or dishonesty.	Discharge				
5. Gross negligence resulting in material loss, destruction or serious damage to Company property or to property of other persons within the company premises	Discharge				
6. Gross negligence resulting to serious physical injury to other persons within company premises	Discharge				
7. Causing damage to company property or physical injuries to other persons inside work areas due to horseplay or inexcusable negligence (depending on degree of damage or injury).	7 days suspension	15 days suspension	Discharge		



NATURE OF OFFENSE/VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
8. Mistake due to carelessness causing machinery or equipment to be idle or useless ( depending on value of machinery or equipment).	15 days suspension	Discharge			
9. Creating or contributing to unsanitary conditions or poor housekeeping.	3 days suspension	7 days suspension	15 days suspension	Discharge	
10. Abandoning station without due permission for any purpose not called for by the nature of one's employment ( If resulting in serious disruption of operation, immediate discharge)	3 days suspension	7 days suspension	15 days suspension	Discharge	
11. Dozing while on duty ( if resulting in serious damage to Company property or disruption of operation, immediate discharge).	3 days suspension	7 days suspension	15 days suspension	Discharge	
12. Sleeping on the job. If damage to company property or loss of production results, immediate Discharge.	15 days suspension	Discharge			
13. Failure to report loss of, or damage done to company property in his custody within 24 hours, without acceptable excuse.	3 days suspension	7 days suspension	15 days suspension	Discharge	
14. Deliberate and intentional destruction of company property.	Discharge				
15. Deliberately operating or continuing to operate any Company vehicle knowing it to be defective or not operational per standard operating procedure of the Company. ( Immediate Discharge, if serious damage results.)	3 days suspension	7 days suspension	15 days suspension	Discharge	
16. Removal of Company property including records without proper authority.	Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
17. Negligence or carelessness in the course of work performance resulting to damage to company property and/or disruption of normal operation / activity	7 days suspension	15 days suspension	30 days suspension	Discharge	

# NATURE OF OFFENSE/VIOLATION

FIRST OFFENSE

SECOND OFFENSE

THIRD OFFENSE

FOURTH OFFENSE

FIFTH OFFENSE

18. Wasting material to cover defective or erroneous work.

3 days suspension

7 days suspension

Discharge

Discharge

## II. SOCIAL RELATIONSHIP AND BEHAVIOR:

### A. Offenses Against Persons:

1. Fighting, provoking, instigating or taking part in a fight during working hours within company premises except in legitimate self defense. (If deadly weapons are used, penalty is Discharge).

7 days suspension

15 days suspension

Discharge

Discharge

2. Threatening, intimidating, coercing or interfering with fellow employees insofar as such actions interfere with working relationship.

7 days suspension

15 days suspension

Discharge

Discharge

3. Commission of a crime, offense or assault made upon the person of a superior, any member of management or immediate member of their family, in connection with the employee's work.

Discharge

4. Intentionally hiding tools, equipment or other properties belonging to his co-employee or co-worker for the purpose of delaying work undertime or prejudice him.

3 days suspension

6 days suspension

15 days suspension

30 days suspension

Discharge

### B. Offenses Against Property:

1. Posting on or removal of any written or printed matter from company bulletin boards or company property at any time unless specifically authorized by Management, or deliberately defacing or destroying notices put up by the company.

Written Warning

3 days suspension

7 days suspension

15 days suspension

Discharge

# NATURE OF OFFENSE/VIOLATION

FIRST OFFENSE      SECOND OFFENSE      THIRD OFFENSE      FOURTH OFFENSE      FIFTH OFFENSE

2. Stealing from company or from other persons ( Theft)  
 \*\*Pardon by the other person will merely mitigate the penalty.  
 Discharge but penalty may be reduced to suspension depending upon the circumstances

3. Using Company material or equipment to do unauthorized work.  
 15 days suspension      30 days suspension      Discharge

4. Improper or dishonest substitution or attempting to substitute company material or equipment with another of inferior quality or of lesser value  
 30 days suspension      Discharge

5. Improper or incorrect use of parts or tools in doing work.  
 Written Warning      3 days suspension      7 days suspension      15 days suspension      Discharge

## C. OFFENSES AGAINST MORALS:

1. Immoral behavior or conduct within company property or premises.  
 15 days suspension      Discharge

2. Acts of lasciviousness ( include sexual harassment)  
 15 days suspension      Discharge

3. Using obscene insulting or offensive language or words against co-employees within working areas ( If against a superior Discharge)  
 3 days suspension      7 days suspension      15 days suspension      Discharge

4. Making false and malicious statements against co-employees or company official.  
 15 days suspension      30 days suspension      Discharge



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13. Conviction by final judgment of a crime involving moral turpitude. Discharge

14. Taking prohibited drugs inside the company premises whether off duty or on duty. Discharge

15. Reporting for work while under the influence of prohibited drugs affecting work and personal behavior. Discharge

\* NOTE: 1. The Company may request any employee to submit to a drug test or any special medical examination if the company has sufficient reasons to do so.

2. Prohibited drugs includes but not limited to ; Shabu , Marijuana, Cocaine and those that are punishable by law.

## III. SECURITY AND COMPANY INTEREST

1. Disseminating any written or printed information within company premises inimical to the interests of the company or its employees. 15 days suspension

2. Permitting another to use one's ID Card or using another's ID Card in time and time out. Discharge

3. Refusal to show ID Card at the request of the immediate superior or member of the Security Department on company premises. 3 days suspension

4. Using unauthorized exits and entrances. 7 days suspension

5. Entering or assisting other persons to enter any restricted area without specific authority or permission. 7 days suspension

15 days suspension

Discharge

Discharge

Discharge

Discharge

Discharge

Discharge

Discharge

Discharge

NATURE OF OFFENSE / VIOLATION		FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
6.	Carrying firearms or deadly weapon inside company premises	Discharge				
7.	Causing disturbance inside company premises.	7 days suspension	15 days suspension	Discharge		
8.	Giving false testimony or withholding vital information during company conducted investigation.	Discharge				
9.	Deliberately giving wrong information which cause confusion, delay or disruption of normal operation or work activity.	15 days suspension	Discharge			
<b>SAFETY</b>						
1.	Failure to observe a safety rule or regulation, including traffic safety rules. ( depending on nature of violation or consequence may be outright suspension or discharge).	Written Warning	3 days suspension	7 days suspension	15 days suspension	Discharge
2.	Violation of safety ( and traffic) rules and regulations resulting in damage to company property or injury to others ( may be immediate discharge depending on extent of damage or seriousness of injury ).	15 days suspension	Discharge			
3.	Failure to report to the Medical Services for treatment of any industrial accident no matter how minor.	3 days suspension	7 days suspension	15 days suspension	Discharge	
4.	Smoking within " NO SMOKING" area. ( Immediate discharge if violation results in fire, damaging company property or operation)	7 days suspension	15 days suspension	30 days suspension	Discharge	
5.	Using or operating company vehicle, machinery or equipment without proper authorization from the Business Unit Manager.	15 days suspension If unauthorized use- resulted in damage to equipment or part thereof, the penalty is DISCHARGE	Discharge			

IV.



# NATURE OF OFFENSE / VIOLATION

	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	FIFTH OFFENSE
6. Disregarding any of the Traffic Signs of the PNP Highway patrol adopted by the company as part of its Traffic rules and regulations, constituting two (2) or more violations in one single act shall fall under RECKLESS DRIVING.	15 days suspension	30 days suspension			
7. Driving over the specified speed limits for the road per traffic sign posted.	15 days suspension	30 days suspension			
8. Driving while under the Influence of liquor. ( Penalty is immediate discharge if causing serious damage to company property or injury to other persons).	7 days suspension	15 days suspension	30 days suspension		
9. Driving without proper LTO License for the current year and corresponding company permit ( Suspension or discharge if causing accident depending on its extent and seriousness).	Written Warning	3 days suspension	7 days suspension	15 days suspension	30 days suspension

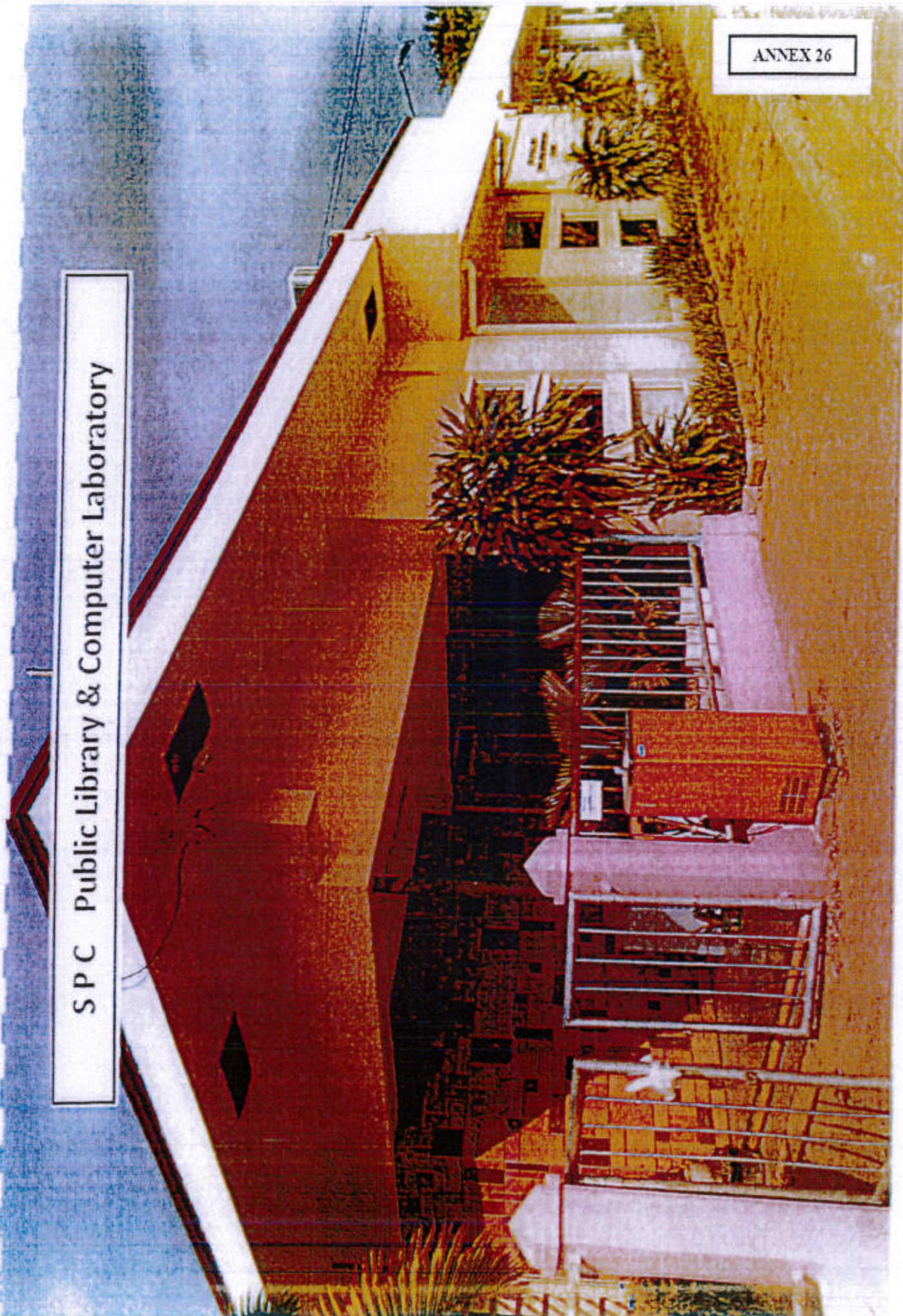
## NOTE:

1. In general , acts punishable by dismissal may be reconsidered for only 30 days suspension if mitigating circumstances are attendant such as good service records and length of service of the respondent, etc.
2. All disciplinary actions bordering on attendance will be accumulative only for one (1) calendar year and shall be removed from the records of the employee-respondents after losing their effectivity.



S P C Public Library & Computer Laboratory

ANNEX 26

















# SPC POWER CORPORATION

JULY 08, 2014

## Feeding Program

### for our Senior Citizens









THE SENIOR CITIZEN  
COLON CEBU

SPC Feeding Program







 **SPC Power Corporation**

# REF PLANTING

**Naga Power Plant Complex**  
March 11, 2014



"Grow a tree... One tree can make a difference..."













# ENVIRONMENTAL SUSTAINABILITY MOVING INTO GREATER ACTIONS

- November is:
- National Clean Air Month
  - National Environmental Awareness Month



November 24-26 is:  
Climate Change Consciousness Week













## S P C Scholarship Program







12/17/2015







OF  
**SPC POWER CORPORATION**  
 Held on May 7, 2020 (Thursday), at 2:00 P.M.  
 Through Zoom Videoconferencing

**PRESENT:**

ALFREDO L. HENARES  
 DENNIS T. VILLAREAL  
 ALBERTO P. FENIX, JR.  
 KIM, JUNG IN  
 KIM, YONG UK  
 YOON, JONG RYOON  
 ROBERTO F. DE OCAMPO  
 SERGIO R. ORTIZ-LUIS, JR.  
 ENRIQUE L. BENEDICTO  
 RAMON Y. SY

**ALSO PRESENT:**

JAIME M. BALISACAN  
 MA. LUZ L. CAMINERO  
 CESAR O. VILLEGAS  
 JAMES ROY N. VILLAREAL  
 NINO RAY D. AGUIRRE  
 CORAZON L. GAMEZ  
 STAN KRUG  
 ANTONIO T. CORPUZ  
 REMIGIO MICHAEL A. ANCHETA II

**ABSENT:**

KIM, TAE MIN

**1. Call to Order**

The Chairman, Mr. Alfredo L. Henares, called the meeting to order at 2:00 p.m. He described the meeting as significant in the history of the Corporation being the first board meeting to be held via videoconferencing.

The Corporate Secretary, Mr. Remigio Michael A. Ancheta II, informed the attendees that there would be a visual and audio recording of the meeting as required by the SEC guidelines on board meetings through teleconferencing. He added that the meeting would be conducted pursuant to the bylaws of the Corporation, the said SEC guidelines, and the "Internal Procedures for Board Meeting By Teleconference" that was sent together with the agenda and board materials.

**2. Quorum Certification**

The Chairman instructed the Corporate Secretary to request each Director to state for the record his full name, his present location, a confirmation that he could clearly hear and see the other attendees, a confirmation that he received the agenda and board materials, and a description of the device that he was using.

Each Director present (as named above), including the Chairman, stated for the record the information and confirmations requested.

Mr. Ancheta confirmed the identities of the ten (10) Directors present, and he certified the existence of a quorum to transact business.

Upon the Chairman's request, the other attendees (as named above) stated for the record the same information and certifications.



### **3. Approval of the Minutes of Previous (November 25, 2019) Meeting**

Mr. Alberto P. Fenix, Jr. moved to approve the minutes of the regular meeting on November 25, 2019. Mr. Roberto F. De Ocampo seconded the motion. There was no objection.

The Board, upon motion duly made and seconded, unanimously approved the minutes of the regular meeting on November 25, 2019.

### **4. Matters Arising from Previous Meeting**

There were no pending matters arising from the previous meeting.

### **5. Appointment of Mr. Nino Ray D. Aguirre as the Vice President for Finance**

Mr. Jaime M. Balisacan, Treasurer and SVP - Finance & Administration, introduced Mr. Nino Ray D. Aguirre to the Board and stated his credentials.

Mr. Fenix moved for the appointment of Mr. Aguirre as the Vice President for Finance. Mr. Ramon Y. Sy seconded the motion. There was no objection.

The Board, upon motion duly made and seconded, unanimously appointed Mr. Nino Ray D. Aguirre as the Vice President for Finance.

Mr. Aguirre thanked the Board for his appointment.

### **6. Operations Report and Update as of April 30, 2020**

Mr. Cesar O. Villegas, SVP - Operations, discussed his reports on the operation performances of (1) PDPP 1, (2) PDPP 3, (3) BDPP, and (4) PB-104, for 2019 as compared to 2018, and for Q1 of 2020 as compared to Q1 of 2019.

The reports included the following plant operating parameters: Net Generation in MWh; Availability; Capacity Utilization; Operating Hours; Total Outage, Forced Outage, and Maintenance Outage.

Mr. Villegas said that, despite the COVID-19 pandemic, all plants were fully operational. He added that they were following a compressed work schedule and they adopted contingency measures to ensure continued operations.

The Board noted the reports.

### **7. Approval of Audited Financial Statements for the Year Ended December 31, 2019**

Mr. Balisacan presented the Audited Financial Statements for the Year Ended December 31, 2019, and the financial statement highlights.

The Audit Committee Chairman, Mr. De Ocampo, said that SGV rendered an unqualified opinion. He moved for the approval and release of the AFS. Mr. Sy seconded. There was no objection.



approved the following resolution:

RESOLVED, That the Board of Directors of SPC Power Corporation (the "Corporation") approve, as it hereby approves, the Corporation's Financial Statements as of 31 December 2019 as audited by its external auditor, SyCip Gorres Velayo & Co.;

RESOLVED, FURTHER, That the Board of Directors authorize, as it hereby authorizes, the release and issuance of the Corporation's Audited Financial Statements as of 31 December 2019;

RESOLVED, FURTHER, That the President of the Corporation, Mr. Dennis T. Villareal, and/or the Treasurer of the Corporation, Mr. Jaime M. Balisacan, be, as each of them is hereby, acting singly, authorized and empowered on behalf of the Corporation to sign, execute, deliver and receive any and all kinds of papers and documents necessary for the approval, release and issuance of the Corporation's Audited Financial Statements as of 31 December 2019.

**8. Approval of the Schedule of the Annual Stockholders' Meeting, Participation Therein Through Teleconferencing or Remote Communication, and the Internal Procedures for Participation**

Mr. Ancheta presented the proposed Internal Procedures for Participation in the event that the Board approve to hold the Annual Stockholders' Meeting through teleconferencing.

Mr. Fenix moved to hold the ASM through teleconferencing on June 25, 2020, at 10:00 a.m., and to approve the proposed internal procedures. Mr. Sergio R. Ortiz-Luis, Jr. seconded the motion. There was no objection.

The Board, upon motion duly made and seconded, unanimously approved the following resolution:

The Board, upon motion duly made and seconded, approved the holding of the Annual Stockholders' Meeting of the Corporation on June 25 (Thursday), 2020, starting at 10:00 a.m., via teleconferencing or remote communication pursuant to SEC Memorandum Circular No. 6, Series of 2020, using the videotelephony and online chat services of Zoom Video Communications, Inc., and further approved the "Internal Procedures for Annual Stockholders' Meeting by Teleconference," as presented during the meeting.

Mr. Ortiz-Luis then moved to hold the organizational meeting also on June 25, 2020, at 11 a.m. Mr. Enrique L. Benedicto seconded. There was no objection.

The Board, upon motion duly made and seconded, unanimously approved to hold the organizational meeting on June 25, 2020, at 11 a.m.



## **2020) to the EXECOM**

Mr. Balisacan informed the Board that the Definitive Information Statement had to be released not later than June 3, 2020 together with the Q2 Financial Reports. He recommended that the Board delegate the authority to approve the DIS to the EXECOM because there was no scheduled board meeting before June 3.

Mr. Fenix moved to approve the proposal. Mr. Sy seconded the motion. There was no objection.

The Board, upon motion duly made and seconded, delegated the authority to approve the Definitive Information Statement (SEC Form 17-Q) to the Executive Committee, with further authority to do all acts necessary for such purpose.

### **10. Proposed Declaration of Cash Dividends at P0.40 Per Share**

Mr. Balisacan discussed the excess earnings of the Corporation as of December 31, 2019. Mr. Fenix moved to declare cash dividends of P0.40 per share, or in the total amount of P598.6 million, to all stockholders of record as of May 22, 2020, payable on May 29, 2020. Mr. De Ocampo seconded. There was no objection.

The Board, upon motion duly made and seconded, unanimously approved the declaration of cash dividends equivalent to P0.40 per share, or in the total amount of P598.6 million, to all stockholders of record as of May 22, 2020, payable on May 29, 2020.

### **11. Other Matters**

No other matter was discussed.

### **12. Adjournment**


Mr. Ortiz-Luis moved to adjourn. Mr. Yoon, Jong Ryoony seconded. There was no objection.

The Board adjourned at 2:55 p.m.

*[Attestation page follows]*



ATTEST:



ALFREDO L. HENARES  
Chairman



DENNIS T. VILLAREAL  
Director

ALBERTO P. FENIX, JR.  
Director

KIM, JUNG IN  
Director

ENRIQUE L. BENEDICTO  
Director

KIM, YONG UK  
Director

ROBERTO F. DE OCAMPO  
Director



YOON, JONG RYOON  
Director

SERGIO R. ORTIZ-LUIS, JR.  
Director

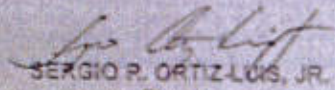

RAMON Y. SY  
Director



REMIGIO MICHAEL A. ANCHETA II  
Corporate Secretary



ATTEST:

  
ALFREDO L. HENARES  
Chairman  
DENNIS T. VILLAREAL  
DirectorALBERTO P. FENIX, JR.  
DirectorKIM, JUNG IN  
DirectorENRIQUE L. BENEDICTO  
DirectorKIM, YONG UK  
DirectorROBERTO F. DE OCAMPO  
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YOON, JONG RYOON  
Director  
SERGIO R. ORTIZ-LUIS, JR.  
DirectorRAMON Y. SY  
Director  
REMIGIO MICHAEL A. ANCHETA II  
Corporate Secretary

On Feb 4, 2021, at 5:32 PM, Sonia M. Magno <[smmagno@spcpower.com](mailto:smmagno@spcpower.com)> wrote:

Hi Arlou,

Has the minutes of meeting signed by Mr. Ortiz0Luis? If yes, can you please scan and email to



ATTEST:



ALFREDO L. HENARES  
Chairman



DENNIS T. VILLAREAL  
Director



ALBERTO P. FENIX, JR.  
Director

KIM, JUNG IN  
Director

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Director

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Director



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Director

RAMON Y. SY  
Director




REMIGIO MICHAEL A. ANCHETA II  
Corporate Secretary





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REMIGIO MICHAEL A. ANCHETA II  
Corporate Secretary





**COMPETENCY ASSESSMENT FORM**  
**(Non-Managerial)**  
**(November 1, 2019 – October 31, 2020)**

Employee: \_\_\_\_\_ Assessor: \_\_\_\_\_  
 Position: \_\_\_\_\_ Assessor Position: \_\_\_\_\_  
 Office / Unit: \_\_\_\_\_

**I. INDIVIDUAL COMPETENCY PROFICIENCY ASSESSMENT**

**Instruction:**

*Using the scale below, rate the extent to which the employee manifested the behavior indicators of the required proficiency level for each competency in the performance of job duties and responsibilities throughout the assessment period.*

Rating		Description
Exceeds Expectation (EE)	=	Employee manifests ALL behavior indicators of the required proficiency level, as well as SOME or MANY behavior indicators of higher proficiency level/s. Exceeds the job standards in terms of manifesting the behaviors associated with the competency.
Meets Expectation (ME)	=	Employee manifests ALL or MOST behavior indicators of the required proficiency level. Consistently meets the job standards in terms of manifesting the behaviors associated with the competency.
Does Not Meet Expectation (DNME)	=	Employee only manifests behavior indicators associated with lower proficiency level/s. Does not meet the required job standard in terms of manifesting the competency.

**Additional Inputs in Assessment:**

- Always refer to the behavior indicators of the competency. Focus on the behavior indicators of the required proficiency level of the competency for a particular job or function.
- Prepare documentation of critical incidents to support the rating. Always explain the rating based on specific situations and evidentiary support.
- Be consistently objective, fair, and truthful in your assessment.





COMPETENCY	REQUIRED PROFICIENCY LEVEL	ASSESSMENT (Rating)	REMARKS Indicate either "Sustain Performance", "Enhance Execution", "Refocus Efforts", or "Others (specify)"
Adaptability			
Time Management			
Teamwork			
Attendance			
Safety, Health, & Environment			
Problem Solving			
Professional / Technical Expertise			
Communication			
Work Quality			
Initiative			
Integrity			
Accountability			
Interpersonal Relations			
Reliability			
Continuous Improvement			





### RATING SCALE

Score	Rate	RATING RANGES		
3	EE	34	to	45
2	ME	24	to	33
0	DNME	0	to	23

**Summary of Ratings:** Count the total number of ratings.

ADJECTIVAL RATING	EQUIVALENT NUMERICAL RATING	NO. OF OCCURENCES	TOTAL SCORE
Exceeds Expectation			
Meets Expectation			
Does Not Meet Expectation			

**II. Overall Rating:** \_\_\_\_\_

**Please provide feedback on the strengths and weaknesses of the employee based on the assessment.**

1. List down the top competencies (strengths) of the employee, and provide details:

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2. List down the areas of improvement (weakness) of the employee, and provide details:

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### III. COMPETENCY DEVELOPMENT ACTION PLAN

COMPETENCY	DEVELOPMENT INITIATIVES <i>(Indicate activities or strategies to develop or sustain the proficiency of employee. Use separate sheet if necessary)</i>	TARGET COMPLETION DATE
Adaptability		
Time Management		
Teamwork		
Attendance		
Safety, Health, & Environment		
Problem Solving		
Professional/Technical Expertise		
Communication		
Work Quality		
Initiative		
Integrity		
Accountability		
Interpersonal Relations		
Reliability		
Continuous Improvement		





**COMPETENCY ASSESSMENT FORM**  
**(Managerial)**  
**(November 1, 2019 – October 31, 2020)**

Employee: \_\_\_\_\_ Assessor: \_\_\_\_\_  
Position: \_\_\_\_\_ Assessor Position: \_\_\_\_\_  
Office / Unit: \_\_\_\_\_

**I. INDIVIDUAL COMPETENCY PROFICIENCY ASSESSMENT**

**Instruction:**

*Using below scale, rate the extent to which the employee manifested the behavior indicators of the required proficiency level for each competency in the performance of job duties and responsibilities throughout the assessment period.*

<b>Rating</b>		<b>Description</b>
Exceeds Expectation <b>(EE)</b>	=	Employee manifests ALL behavior indicators of the required proficiency level, as well as SOME or MANY behavior indicators of higher proficiency level/s. Exceeds the job standards in terms of manifesting the behaviors associated with the competency.
Meets Expectation <b>(ME)</b>	=	Employee manifests ALL or MOST behavior indicators of the required proficiency level. Consistently meets the job standards in terms of manifesting the behaviors associated with the competency.
Does Not Meet Expectation <b>(DNME)</b>	=	Employee only manifests behavior indicators associated with lower proficiency level/s. Does not meet the required job standard in terms of manifesting the competency.

**Additional Inputs in Assessment:**

- Always refer to the behavior indicators of the competency. Focus on the behavior indicators of the required proficiency level of the competency for a particular job or function.
- Prepare documentation of critical incidents to support the rating. Always explain the rating based on specific situations and evidentiary support.
- Be consistently objective, fair, and truthful in your assessment.



<b>COMPETENCY</b>	<b>REQUIRED PROFICIENCY LEVEL</b>	<b>ASSESSMENT (Rating)</b>	<b>REMARKS</b> Indicate either "Sustain Performance", "Enhance Execution", "Refocus Efforts", or "Others (specify)"
Planning			
Delegation & Supervision			
People Development			
Resilience			
Team Leadership			
Problem Solving			
Professional / Technical Expertise			
Communication			
Work Quality			
Initiative			
Integrity			
Accountability			
Interpersonal Relations			
Reliability			
Continuous Improvement			





### **RATING SCALE**

Score	Rate	RATING RANGES		
3	EE	34	to	45
2	ME	20	to	33
0	DNME	0	to	19

**Summary of Ratings:** Count the total number of ratings.

Rating	Total Count
Exceeds Expectation	
Meets Expectation	
Does Not Meet Expectation	

**II. Overall Rating:** \_\_\_\_\_

**Please provide feedback on the strengths and weaknesses of the employee based on the assessment.**

1. List down the significant competencies (strengths) of the employee, and provide details:

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2. List down the areas of improvement (weakness) of the employee, and provide details:

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### III. COMPETENCY DEVELOPMENT ACTION PLAN

COMPETENCY	DEVELOPMENT INITIATIVES <i>(Indicate activities or strategies to develop or sustain the proficiency of employee. Use separate sheet if necessary)</i>	TARGET COMPLETION DATE
Adaptability		
Time Management		
Teamwork		
Attendance		
Safety, Health, & Environment		
Problem Solving		
Professional/Technical Expertise		
Communication		
Work Quality		
Initiative		
Integrity		
Accountability		
Interpersonal Relations		
Reliability		
Continuous Improvement		





#### IV. EMPLOYEE COMMENTS & ACKNOWLEDGEMENT

I attest that the assessor has discussed the contents of the Competency Assessment Form with me. I acknowledge that this assessment will be placed in my Personnel File. My comments are as follows:

☐ Agree

☐ Disagree; Reason: \_\_\_\_\_

☐ For Appeal; Reason: \_\_\_\_\_

Acknowledged by:

\_\_\_\_\_  
(Signature Over Printed Name of Employee)

\_\_\_\_\_  
(Date)

#### V. ASSESSOR ACKNOWLEDGEMENT

I attest that I have met and discussed the contents of this Competency Assessment Form with the employee and that this assessment is accurate and true to the best of my knowledge and abilities.

Acknowledged by:

\_\_\_\_\_  
(Signature Over Printed Name of Employee)

\_\_\_\_\_  
(Date)



#### IV. EMPLOYEE COMMENTS & ACKNOWLEDGEMENT

I attest that the assessor has discussed the contents of the Competency Assessment Form with me. I acknowledge that this assessment will be placed in my Personnel File. My comments are as follows:

☐ Agree

☐ Disagree; Reason: \_\_\_\_\_

☐ For Appeal; Reason: \_\_\_\_\_

Acknowledged by:

\_\_\_\_\_  
(Signature Over Printed Name of Employee)

\_\_\_\_\_  
(Date)

#### V. ASSESSOR ACKNOWLEDGEMENT

I attest that I have met and discussed the contents of this Competency Assessment Form with the employee and that this assessment is accurate and true to the best of my knowledge and abilities.

Acknowledged by:

\_\_\_\_\_  
(Signature Over Printed Name of Employee)

\_\_\_\_\_  
(Date)



## Certification

I, Mishelle Anne R. Rubio-Aguinaldo, Assistant Corporate Secretary of SPC Power Corporation with SEC registration number AS094-002365 with principal office at the 7/F Cebu Holdings Center, Archbishop Reyes Avenue, Cebu Business Park, Cebu City, on oath state:

- 1) That on behalf of SPC Power Corporation, I have caused SEC Form I-ACGR (Integrated Annual Corporate Governance Report) report to be prepared;
- 2) That I read and understood its contents which are true and correct of my own personal knowledge and/or based on true records;
- 3) That SPC Power Corporation will comply with the requirements set forth in SEC Notice dated June 24, 2020 for a complete and official submission of reports and/or documents through electronic mail; and
- 4) That I am fully aware that documents filed online which requires pre-evaluation and/or processing fee shall be considered complete and officially received only upon payment of the filing fee.

IN WITNESS WHEREOF, I have hereunto set my hand this 25<sup>th</sup> day of June, 2021.

Mishelle Anne R. Rubio-Aguinaldo  
Affiant

SUBSCRIBED AND SWORN TO before me this JUN 30, 2021, 2021, at Makati City, Philippines by the affiant who exhibited to me her Philippine Non-Professional Driver's License No. N26-001204 valid until February 2023.

Doc. No. 56;  
Page No. 12;  
Book No. 179;  
Series of 2021.

JOSHUA P. LAPUZ  
Notary Public for and in Makati City  
Appointment No. M-66 until 12/31/2021  
Bar No. 3081012, Jan. 4, 2021 Until Dec. 31, 2021 Makati City  
PSN No. 45790, BSP, Lifetime N. 04897  
Reg. No. VI-0016565 / Jan. 14, 2019  
8/F Seaview Suites, 199 Salcedo Street,  
Legaspi Village, Makati City