In creating your Objectives, you are required to do the following steps:

1. Go to the Objectives tab or click the "2019 Objective Setting" task under My Tasks.

| Home Admin Setup - Objectives Performance Feedback My Team Reports   |   |
|--|---|
| we are about to open the<br>2019 Objectove Sectors<br>while the time to plan and draft your 2019 Objectives.<br>Soon you will be able to input them online for you to update and check on your progress.<br>Remember<br>Remember<br>Before we proceed to our 2019 Objective Setting, please discuss with your manager<br>and SIGN OFF your 2018 Performance Appraisal. In line with this, we will be<br>updating your REPORTING LINES so that we can open the<br>2019 Objective Setting.<br>Kindly accomplish your 2018 Performance Appraisal sign off by<br>CODBER 11, 2019 in myCompass. | Performance         Management Materials         Image: Construction of the second seco |

Please note that you cannot submit your objectives without the 2019 Objective task under My Tasks. This will be prompted by HR.

**Objective Setting** 

2. Clicking either of the two will take you to this interface. To create your objectives, click the My Managers Objectives tab, and check the box of the objective that you need to align to, and then click the "Create Aligned Objective" button.

| You may      | proceed to create or update your Objectives by clicking the Create button of  | or align your objective               | es with your Mana  | ger by clicking N | /ly Manager's | Objectives. |       |
|--------------|---|---------------------------------------|--------------------|-------------------|---------------|-------------|-------|
| Search       | Create     Search here     My Task All  | ▼ KRA AII                             |                    | •                 | Status A      | 11          | •     |
| Detail       | S   |                                       |                    |                   |               |             | Ľ     |
| To ena<br>My | able checkbox(es), make sure you have added your Lead, Lag and dates m Objectives My Manager's Objectives   | ust within the range of               | of your objectives |                   |               |             |       |
|              | Specific Objective  | Target Date                           | KRA                | Weight            | Status        | Progress    |       |
|              | To ensure that good working environment and sound relationships between manager<br>or their representatives, as well as external organizations/government agencies are m<br>collaborative manner. | ment and employees<br>naintained in a | 12/31/2018         | KRA04             | 40            | In Progress | 8.75% |
| V            | o ensure that individual and team performances are aligned and that they meet busin   | ness goals.                           | 12/31/2018         | KRA04             | 30            | In Progress | 0%    |
|              | to ensure that well-trained and fully competent employees are available for current an<br>organizational needs.   | d future                              | 12/31/2018         | KRA04             | 30            | In Progress | 0%    |
|              | Total   |                                       |                    | 100%              |               |             |       |
| <b>A</b> C   | reate Aligned Objective   |                                       |                    |                   |               |             |       |

3. If your manager has yet to create his/her objective, you can proceed to create your own by clicking the "Create" button.

| Admin Setup <del>-</del>                          | Objectives              | Performance  |                                 |               |                           |                |                |                       |                                     |         |
|---|-------------------------|--|---------------------------------|---------------|---------------------------|----------------|----------------|-----------------------|-------------------------------------|---------|
| Objective   | Settin                  | g  |                                 |               |                           |                |                |                       |                                     |         |
| You may proceed to<br>+ Create<br>Search Search h | o create or upo         | date your Objec                                      | tives by clicking<br>MyTask All | the Create bu | tton or align y           | our objective  | es with your N | Nanager by clicking N | ly Manager's Objectiv<br>Status All | 'es.    |
| Details   | box(es) make            | sure you have  | added your Lea                  | d Lag and dat | tes must within           | the range c    | f your object  | ives                  |                                     | ß       |
|   |                         |  |                                 | -,            |                           | and an an an a |                |                       |                                     |         |
| My Objectives                                     | My Mana                 | iger's Objective                                     | is                              |               |                           |                |                |                       |                                     |         |
| My Objectives                                     | My Mana                 | ager's Objective<br>Specific Objec                   | tive                            |               | Target Date               | KRA            | Weight         | Status                | Progress                            | Options |
| My Objectives                                     | My Mana<br>employees on | ager's Objective<br>Specific Objec<br>how to do obje | tive<br>tive setting and p      | performance   | Target Date<br>12/31/2018 | KRA<br>Process | Weight 20.00%  | Status<br>Completed   | Progress                            | Options |

- 4. You can now start creating your objectives in this page. Please make sure to fill in all the details in order for the "Send an Approval Request" to be visible. The following are the necessary fields that need to be filled in:
  - My Task (this will be provided by HR; if unavailable, you cannot proceed with the submission)
  - Specific Objective
  - Start Date & Target Date
  - Key Result Area
  - Weight
  - Lead & Lag Targets

| may proceed to  | My Task  |   |  |   |   |
|---|--|---|--|---|---|
| + Create  | 2018 Objective Setting   |   |  |   |   |
| rch Search he   | Specific Objective   |   |  |   |   |
| ails  | To ensure that good working environment and sound rel<br>well as external organizations/government agencies are  | lationships between<br>e maintained in a co | management and em<br>Ilaborative manner.   | ployees or their rep  | resentatives, as  |
| епаріе спескі   |  |   |  |   |   |
| ly Objectives   | Start Date   | Targ  | et Date  |   |   |
|   | 01/01/2018   | 12/   | 31/2018  |   |   |
| To ensure   | Key Result Area  |   |  |   |   |
| managerr<br>organizat   | People   | -   |  |   |   |
| manner.   | Weight   |   |  |   |   |
| To ensure<br>meet bus   | 40.00  | %   |  |   |   |
| current ar  | Share I Allow direct reports to see and align  | n with this object                          | Start Date   | Due Date  | Options   |
|   |  |   | Start Date   | Due Dute  | options   |
| mote employee   | es to participate in quality program, recreation & sport activiti  | ies.  | 01/01/2018   | 12/31/2018  | /×0   |
| omote employee  | es to participate in quality program, recreation & sport activiti<br>n programs.   | ies.  | 01/01/2018   | 12/31/2018<br>03/30/2018  | /×0   |
| romote employee<br>rovide recognition<br>stitutionalize con   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.  | ies.  | 01/01/2018<br>01/01/2018<br>01/01/2018   | 12/31/2018<br>03/30/2018<br>08/31/2018  | /×0<br>/×0<br>/×0   |
| omote employee<br>ovide recognitior<br>titutionalize con<br>tablish proactive   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.  | ies.  | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018   | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018  | <pre>/*0 /*0 /*0</pre>  |
| mote employed<br>vide recognitior<br>itutionalize cor<br>ablish proactive   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.  | ies.<br>Target                              | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>Start Date   | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br>Due Date  | <ul> <li>* * •</li> <li>Options</li> </ul>  |
| note employee<br>ide recognitior<br>tutionalize cor<br>tblish proactive<br>tblish proactive   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.  | ies.<br>Target<br>10%                       | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>Start Date<br>01/01/2018   | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br>Due Date<br>12/31/2018  | <ul> <li>** •</li> <li>** •</li> <li>** •</li> <li>Options</li> <li>** •</li> </ul>   |
| mote employee<br>vide recognition<br>itutionalize con<br>ablish proactive<br>to the proactive<br>roved HR Custon<br>luced number of   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.<br>omer Satisfaction Surveys scores<br>of labor cases filed against EEI against last year.   | ies.<br>Target<br>10%<br>20%                | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>Start Date<br>01/01/2018<br>01/01/2018                             | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br><b>Due Date</b><br>12/31/2018<br>12/31/2018                             | <ul> <li>* * •</li> <li>* * •</li> <li>* * •</li> <li>Options</li> <li>* * •</li> <li>* * •</li> </ul>  |
| priote employed<br>avide recognition<br>titutionalize con<br>tablish proactive<br>g +<br>proved HR Custo<br>duced number of<br>duced gap in ER  | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.<br>omer Satisfaction Surveys scores<br>of labor cases filed against EEI against last year.<br>R related items in 2018 EOS.                       | ies.<br>Target<br>10%<br>20%<br>5%          | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br><b>Start Date</b><br>01/01/2018<br>01/01/2018                      | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br>Due Date<br>12/31/2018<br>12/31/2018<br>12/31/2018                      | <pre>/* / / / / / / / / / / / / / / / / / /</pre>   |
| note employer<br>ide recognition<br>tutionalize con<br>ublish proactive<br>tutionalize con<br>ublish proactive<br>tutionalize con<br>tutionalize con<br>uced HR Custon<br>uced number of<br>uced gap in Ef<br>uased PST Lev | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.<br>omer Satisfaction Surveys scores<br>of labor cases filed against EEI against last year.<br>R related items in 2018 EOS.<br>rel from 8 to 10.  | ies.<br>Target<br>10%<br>20%<br>5%<br>10    | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>Start Date<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018 | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br><b>Due Date</b><br>12/31/2018<br>12/31/2018<br>12/31/2018<br>12/31/2018 | <pre>/* / / / / / / / / / / / / / / / / / /</pre>   |
| omote employee<br>ovide recognition<br>stitutionalize con<br>tablish proactive<br>g +<br>proved HR Custo<br>duced number o<br>duced gap in EF<br>reased PST Lev<br>achments +   | es to participate in quality program, recreation & sport activiti<br>n programs.<br>nmunication meeting with all level employees.<br>e approach for management and union relations.<br>ormer Satisfaction Surveys scores<br>of labor cases filed against EEI against last year.<br>R related items in 2018 EOS.<br>rel from 8 to 10. | ies.<br>Target<br>10%<br>20%<br>5%<br>10    | 01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018<br>01/01/2018               | 12/31/2018<br>03/30/2018<br>08/31/2018<br>07/31/2018<br>07/31/2018<br>12/31/2018<br>12/31/2018<br>12/31/2018<br>12/31/2018      | * * • * * • * * • • * • • * • • * • • * • • * • • * • • * • • * • • * • • * • • * • • * • • * • < |

5. Once done, your Objective will be sent to your Approver for approval. The status of your objectives will be "Pending Approval" as long as your objectives haven't been approved.

|   | has been sent to ROBER TO JOS   | SE LARIEGO CAS  | TILLO.                                  |                         |                            |  |            |                         |
|---|---|---|---|-------------------------|----------------------------|--|------------|-------------------------|
| rch Search here   | My Task   | All   |   | KRA AJ                  | I                          | •  | Status All |                         |
| ails  |   |   |   |                         |                            |  |            |                         |
| My Objectives   | Ay Manager's Objectives   |   |   |                         |                            |  |            |                         |
| My Objectives   | Ay Manager's Objectives<br>Specific Objective   |   | Target Date                             | KRA                     | Weight                     | Status   | Progress   | Options                 |
| My Objectives   | Ay Manager's Objectives<br>Specific Objective<br>ood working environment and sound relat<br>d employees or their representatives, as<br>vernment agencies are maintained in a c   | tionships between<br>well as external<br>collaborative                      | Target Date<br>12/31/2018               | KRA<br>People           | Weight<br>40.00%           | Status<br>Pending Approval                     | Progress   | Options                 |
| My Objectives 1<br>To ensure that g<br>management an<br>organizations/go<br>manner.<br>To ensure that in<br>meet business g | Ay Manager's Objectives<br>Specific Objective<br>sod working environment and sound relat<br>d employees or their representatives, as<br>vernment agencies are maintained in a c<br>dividual and team performances are align<br>coals. | tionships between<br>well as external<br>collaborative<br>ned and that they | Target Date<br>12/31/2018<br>12/31/2018 | KRA<br>People<br>People | Weight<br>40.00%<br>30.00% | Status<br>Pending Approval<br>Pending Approval | Progress   | Options<br>Contractions |

6. Once the objectives have been accepted, you can start updating the progress of your objectives. The status will be "In Progress."

## **Objective Setting**

You may proceed to create or update your Objectives by clicking the Create button or align your objectives with your Manager by clicking My Manager's Objectives.

| + Create  |                   |           |                   |              |                      |            |
|---|-------------------|-----------|-------------------|--------------|----------------------|------------|
| Search Search here My Task All  | •                 | KRA AI    |                   | -            | Status All           | •          |
| Details   |                   |           |                   |              |                      | 6          |
| To enable checkbox(es), make sure you have added your Lead, Lag and   | dates must within | the range | of your objective | es.          |                      |            |
| My Objectives My Manager's Objectives   |                   |           |                   |              |                      |            |
| Specific Objective  | 'Target Date      | KRA       | Weight            | Status       | Progress             | Options    |
| To ensure that-good working environment and sound relationships<br>between management and employees or their representatives, as well<br>as external organizations/government agencies are maintained in a<br>collaborative manner. | 12/3/1/2018       | People    | 40.00%            | In Progress  | 40%                  | ∎ ©        |
| To ensure that individual and team performances are aligned and that<br>they meet business goals.   | 1231/2018         | People    | 30.00%            | In Progress  | 42.5%                | <b>N</b> © |
| To ensure that well-trained and fully competent employees are available<br>for current and future organizational needs.   | 12/3/1/2018       | People    | 30.00%            | In Progress: | 27 7 <mark>8%</mark> |            |
| Total   |                   |           | 100.00%           |              |                      |            |
| Showing 1 to 3 of 3 entries   |                   |           |                   | Fin          | st Previous 1        | Nett Last  |

7. To update the status, select one of your objectives, and a window will pop up. Scroll down to your Lead & Lag targets, click the pencil icon, and put the percentage of your accomplishment. Continue to do this until you accomplish all of your Objectives.

| Details   | 3 Lead  |   |                          | Start Date | Due Date   | Progress | Options    |    |   |   |
|---|---|---|--------------------------|------------|------------|----------|------------|----|---|---|
| To enable check   | Schedule one-on-  | one MDP check-in sessions.  |                          | 01/01/2018 | 12/31/2018 | 100%     | <b>/</b> D |    |   |   |
|   | Apply the appropri  | ate VARK learning styles in each partic                                     | cipant's IDP.            | 01/01/2018 | 12/31/2018 | 50%      | 10         | 18 |   |   |
| My Objectives   | Maintain pair coac  | hing of Internal Coaches.   |                          | 01/01/2018 | 12/31/2018 | 60%      | 10         | 18 | _   |   |
|   | Bridge the coach a  | and mentor meeting of participants wh                                       | o are done with coaching | 01/01/2018 | 12/31/2018 | 0%       | <b>/</b> D | 18 | Options   |   |
| Educate<br>appraisa   | Provide coaching  | practice activities on breakfast meeting                                    | gs.                      | 01/01/2018 | 12/31/2018 | 100%     | <b>/</b> D | 11 | • O   |   |
| Align su<br>ensure tr   | Update 360 Feedt  | pack of MDP participants.   |                          | 01/01/2018 | 12/31/2018 | 100%     | 19         | 11 | <b>6</b>  |   |
| Maintain  | 6 Lag   |   | Target                   | Start Date | Due Date   | Progress | Op ions    |    | <b>₽</b> ©  |   |
| Total   | Conducted coachi<br>who are done with                           | ng culmination for MDP participants<br>their sessions.                      | 30.00%                   | 01/01/2018 | 12/31/2018 | 100%     | 10         | 18 |   |   |
| Showing 1 to 3 of   | Sustained active p<br>Coaches.                                  | articipation and learning of Internal                                       | 30.00%                   | 01/01/2018 | 12/31/2018 | 100%     | 10         | N  | ext Last  |   |
|   | Sustained active p<br>their coaching ses<br>updating their IDP. | narticipation of MDP participants in<br>ssions, Power Talks attendance, and | 60.00%                   | 01/01/2018 | 12/31/2018 | 100%     | <b>₽</b> 9 | н  |   |   |
|   | Bridge the areas of participants.                               | of development of the MDP   | 30.00%                   | 01/01/2018 | 12/31/2018 | 50%      | 10         |    |   |   |
|   |   | Class   |                          |            |            |          | -          | Ť  |   |   |
| Ped   | opie  | Close   | ×                        |            |            |          |            |    |   |   |
|   |   |   |                          |            |            |          |            |    |   |   |
|   |   |   |                          |            |            |          |            |    |   | Â |
| 0 We  | eight Upda  | te Lead   |                          |            |            |          |            |    |   | î |
| <b>3</b> 0.0  | eight<br>00 Upda  | te Lead   |                          |            |            |          |            |    |   | Â |
| <ul> <li>We</li> <li>30.0</li> <li>Sh.</li> </ul>   | eight<br>00 Upda  | te Lead   |                          |            |            |          |            |    |   | ^ |
| • We<br>30.0<br>• Sha   | eight<br>00<br>Nare   | te Lead<br>Progress*  |                          |            |            |          |            |    | 1   | ^ |
| <ul> <li>We</li> <li>30.0</li> <li>Sha</li> <li>Lead</li> </ul>   | oo Upda   | te Lead<br>Progress*<br>50.00   |                          | %          |            |          |            |    | Options   | Ŷ |
| <ul> <li>We</li> <li>30.0</li> <li>Sha</li> <li>Lead</li> <li>Schedule of</li> </ul>  | eight<br>00<br>hare   | te Lead<br>Progress*<br>50.00   |                          | %          |            |          |            |    | Options<br>🖋 ⊙                                      | Ŷ |
| <ul> <li>We</li> <li>30.0</li> <li>Sha</li> <li>Lead</li> <li>Schedule of</li> <li>Apply the application</li> </ul>                           | eight<br>00<br>hare<br>ppropri                                  | te Lead<br>Progress*<br>50.00   |                          | %          |            |          |            |    | Options<br>1 O<br>Coptions                          |   |
| <ul> <li>We</li> <li>30.0</li> <li>Sha</li> <li>Lead</li> <li>Schedule of</li> <li>Apply the ap</li> <li>Maintain pa</li> </ul>               | eight<br>00<br>hare<br>ppropri<br>air coac                      | te Lead<br>Progress*<br>50.00   |                          | %          |            |          |            |    | Options<br>/ ©<br>/ ©<br>/ ©                        |   |
| We     30.0     30.0     Sha     Schedule o     Apply the ap     Maintain pa     Bridge the o   | eight<br>00<br>hare<br>ppropri<br>air coac                      | te Lead<br>Progress*<br>50.00   |                          | %          | <b>₽</b> s | ave      | X Cancel   |    | Options<br>/ ©<br>/ ©<br>/ ©<br>/ ©                 |   |
| We         30.0         30.0         Sha         Schedule o         Apply the ap         Maintain pa         Bridge the o         Provide coa | eight<br>00<br>uare<br>ppropri<br>air coac<br>aching            | te Lead<br>Progress*<br>50.00   |                          | %          | <b>₽</b> s | ave      | X Cancel   |    | Options       I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII |   |

You are requested to please finish inputting all of your objectives into myCompass and have it approved by your Approvers on or before <u>December 31, 2019, Tuesday</u>. After that, we will be closing the 2019 Objective Setting task so that we can proceed with our 2019 Performance Appraisal as planned next calendar year.