

**CG VISION**

**CG : A Learning Organization driven by people who are dynamic, united and committed towards the achievement of 1.3 Billion network in 2022**

**QUALITY POLICY**

We at Corporate Guarantee pride ourselves in providing quality non-life insurance products and services that enhance customer satisfaction. We do this by meeting customer, statutory and regulatory requirements and by continuously reviewing and improving the effectiveness of our processes and quality objectives through our competent and committed management team and employees.

**INDIVIDUAL PERFORMANCE SCORECARD**

Name	Date Hired
Position Title / Rank	Date of Birth
Department	

**DEPARTMENTAL OBJECTIVES**

- To ensure on time submission of reports;
- Maintain compliance with all policy and rules of Insurance Commission, specially as to the minimum net worth requirement of Insurance Commission.

KPI	Tgt.	SCORECARD								
		YEAR 2020 (1st Half)								
		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL	AVERAGE	
<b>Department Tasks (75%)</b>	1. Monitor timely submission of mandatory reports to Insurance Commission (IC) and Philippine Insurers Association (PIRA) for monthly, quarterly, bi-annual and annual reportorial requirements;									
	2. Coordinate special projects such as but not limited to Investment approval, policy approval, seminars, trainings, meetings and other assigned Management requirements;									
	3. Handle correspondences to maintain compliance and coordination;									
	4. Update organization for new IC & PIRA Circulars and events;									
	5. Handle assigned Legal and/or Corporate documentations, processes and related matters;									
	6. Process Insurance Agents trainings, licensing, validity and renewals;									
	7. Preparation of monitoring reports for proper coordination and management requirements;									
	8. Other tasks that are assigned from time to time;									
	9. Other regulatory compliance;									
<b>ISO Assignment (5%)</b>	-No NCR for the department on QWP / No NCR for specific area of responsibility.									
	-ISO activities for the month are attended.									
<b>Availability (10%)</b>	-Maximum of one (1) absent within the month									
	-No record tardiness									
	- To advise Unit Head before 8:30 am for emergency/sick leave and leave request should be filed 2 days before the scheduled leave									
	-To ensure smooth flow of operations by being in the work station before 8:30 am									
	-To observe break time schedule									
<b>TOTAL SCORECARD RATING</b>										

Employee's Comments:	Appraiser's Comments:
Discussed with:	Signature of Appraiser / Date:
Employee's Signature / Date	Appraiser's Signature / Date