



MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED
Promotion form

Employee's information:

Name of employee:
Employee ID no:
Current grade:
No of years served in current grade:
Division:
Department:
Immediate supervisor:
Head of Department:

Promotion applied for:

New grade:
New designation:
Division/Department:

A: Performance ratings (60%)

Performance rating for the year	Actual score out of 100	Weightage converted to 15.	Average rating by HRC (Yr 1+Yr2+Yr3+Yr4)	Remarks
Year 1:	
Year 2:				
Year 3:				
Year 4:				
Total score (out of 60).				



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Note:

- This rating must be from the annual performance target (individual compact) for each year.
- In absence of yearly performance target rating, rating with best judgment will be given at the HRC meeting by individual members and average it to get a final rating.

Name & Signatures of HRC members

1.	
2	
3	
4	
5	
6	
7	
8	
9	
10	



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B: Rating on core competencies (40%)

Core Competency	Year 1				Year 2			Year 3			Year 4						
	Supervisor's rating	DH's rating	CEO/ HRC's rating	Average rating	Supervisor's rating	DH's rating	CEO/ HRC's rating	Average rating	Supervisor's rating	DH's rating	CEO/ HRC's rating	Average rating	Supervisor's rating	DH's rating	CEO/ HRC's rating	Average rating	
Punctuality: (5 wtg)																	
Attitude (10 wtg)																	
Initiative (3 wtg)																	
Team Work (3 wtg)																	
Multi-tasking (4 wtg)																	
Work skills , Knowledge & GMP Compliance (15 wtg)																	
Signatures																	

Notes:

- Best judgment should be used to rate the competencies.
- Yearly assessment of core competencies shall be carried out, and average worked out.
- If yearly assessment is not available, individual members of the HRC shall rate and average it to get a final score.



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Score from A:.....	Score from B:.....	Total Score:.....
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An employee must obtain a minimum of 75% from total rating of (A plus B) to be eligible for promotion.

Is promotion granted(*Tick in relevant box*)? Yes No

Name & Signatures of the HRC members

1.	
2	
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Approved by:

Chairman(Chief Executive Officer)