



MENJONG SORIG[®]
 PHARMACEUTICALS CORPORATION LTD
 a **dhi** Company

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED
Promotion form

E 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).				



MENJONG SORIG[®]
PHARMACEUTICALS CORPORATION LTD
a dhi Company

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED Promotion form

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	



MENJONG SORIG
 PHARMACEUTICALS CORPORATION LTD
 a **dhi** Company

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED
Promotion form

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.



MENJONG SORIG[®]
PHARMACEUTICALS CORPORATION LTD
a **dhi** Company

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED Promotion form

Score from A:.....	Score from B :.....	Total Score:.....
--------------------	---------------------	-------------------

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	
3	
4	
5	
6	
7	
8	
9	
10	

Approved by:

Chairman(Chief Executive Officer)