



## INTERNAL ADVISORY 2025-1205.01

**DATE** : 05 December 2025  
**TO** : All Employees  
**FROM** : Human Resources Division – Organizational Development Department  
**SUBJECT** : **MANDATORY COMPLIANCE WITH THE RPRS MATRIX (RIGHT PEOPLE, RIGHT SEAT) EVALUATION AND SUBMISSION SCHEDULE**

### Purpose

In line with the company's **C-Group Growth Management Blueprint** and commitment to transform ourselves into a high performing organization, all employees are hereby directed to complete the **RPRS Matrix (Right People, Right Seat)** process within the prescribed schedule.

The **RPRS Matrix** serves as a key tool in assessing employee alignment with the company's **Core Values (Right People)** and performance within their **assigned roles (Right Seat)**. This initiative ensures accountability, proper role placement, and the continuous development of every C-Group employee.

### RPRS MATRIX COMPLIANCE SCHEDULE

Step	Activity	Responsible	Dates
1	Distribution of RPRS Matrix & Step-by-Step Guide Release	HR OD Dept.	<b>14 Nov 2025 (Released)</b>
2	Initial Employee Self-Assessment	Individual Employee	<b>15 Nov 2025 to 12 Dec 2025</b>
3	One-on-One Review with Employees	Immediate Supervisor	<b>13 Dec 2025 to 19 Dec 2025</b>
4	Departmental Consolidation	Dept. Head	<b>20 Dec 2025 to 26 Dec 2025</b>
5	Validation by Division Head	Division Head	<b>27 Dec 2025 to 09 Jan 2026</b>
6	Final Submission to HR ELROD	Division Head	<b>12 Jan 2026</b>
7	HR OD Review & Integration	HR ELROD	<b>13-23 Jan 2025</b>
8	Feedback & Coaching	HR ELROD & Division/ Dept. Heads	<b>Ongoing Quarterly</b>

# C-GROUP

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## Instructions for Compliance

1. **All Division/ Department Heads and Supervisors** must ensure that their respective RPRS evaluations are completed within the prescribed dates.
2. **One-on-one feedback sessions** with employees are mandatory to ensure awareness of their individual results and development goals.
3. **Consolidated Department RPRS Matrices** must be validated by the **Division and Department Head** prior to submission.
4. The **final endorsed version** must be submitted electronically to:
  - ✉ **HR Employee, Labor and Organizational Development Department**
  - 📧 **Email Subject:** *RPRS Submission – [Department Name] – November 2025*
  - 📧 **Email Addresses:**

**Psy Donato** – [mpdonato.cgroup@gmail.com](mailto:mpdonato.cgroup@gmail.com)

**Melrose Gautane** – [melrose.gautane.cgroup@gmail.com](mailto:melrose.gautane.cgroup@gmail.com)

**Ron Cedeño** - [HR\\_Head@cgroup.ph](mailto:HR_Head@cgroup.ph)

5. HR will only accept **validated, signed, and approved** versions endorsed by the Division or Department Head.
6. Late or incomplete submissions will be escalated to the **HR Division Head** and the **Vice President for Administration** for compliance action.

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## Purpose of the Evaluation

This initiative reinforces our goal to:

- Identify employees who best exemplify **C-Group Core Values (Right Person)**;
- Determine if each employee is in the **Right Seat** based on their skills, attitude, and capacity;
- Create **development and training plans** for performance improvement; and
- Support succession planning and people alignment across all Divisions, Departments or Functional Groups.

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## For Clarification:

For any questions or assistance regarding the completion and submission of the RPRS Matrix, please contact:

**HR Employee Labor Relations and Organizational Development Department**

**Psy Donato** – [mpdonato.cgroup@gmail.com](mailto:mpdonato.cgroup@gmail.com)

**Melrose Gautane** – [melrose.gautane.cgroup@gmail.com](mailto:melrose.gautane.cgroup@gmail.com)

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o [HR\\_Head@cgroup.ph](mailto:HR_Head@cgroup.ph)

**For strict compliance.**

**Prepared by:**

Meljose Gautane

HR Supervisor

Employee, Labor & Organizational Development Department

**Approved by:**

Ronald R. Cedeño, DIR, CSP

CGroup HR Division Head

RB M. Figueroa, CSP

Vice President for Administration

# ANNEX "A"

## RIGHT PEOPLE RIGHT SEAT MATRIX ACCOMPLISHMENT GUIDE

### Revised Core Values (SERVICE) at RPRS Matrix Performance Evaluation System

Bilang bahagi ng ating patuloy na paglalakbay tungo sa excellence at alignment sa ilalim ng CGroup Growth Management Blueprint, ikinagagalak naming i-announce ang official launch ng ating **Revised Core Values** at ng **RPRS (Right People, Right Seat) Matrix** — mga mahahalagang tools para palakasin ang ating kultura, pataasin ang performance, at pagtibayin ang ating shared purpose.

Ang **CGroup Group of Companies Leadership Team** ay pormal nang nag-review at nag-approve ng mga inisyatibong ito, at binigyan ng otorisasyon ang HR Division Head na simulan ang implementation at rollout nito sa lahat ng business units.

#### **OUR CORE VALUES: SERVICE**

Sa puso ng CGroup Group of Companies ang panibago nating commitment sa **SERVICE** — isang set ng guiding values na nagrerepresenta kung sino tayo at paano tayo magtrabaho, bilang indibidwal at bilang isang nagkakaisang organisasyon.

#### **S – Service (+)**

Nagbibigay tayo ng serbisyo na lampas sa inaasahan — para sa ating clients, coworkers, at communities — na may sincerity, reliability, at professionalism.

- **Customer-Focused** – Marunong makinig sa pangangailangan ng cliente at team; tumutugon nang tama at on time.
- **Dependable Support** – Tinutupad ang commitments at ginagawa ang responsibilidad nang hindi kailangang bantayan.
- **Professional Courtesy** – Kumakatawan sa kumpanya nang may respeto, pasensya, at willingness tumulong.

## **ANNEX "A"**

### **RIGHT PEOPLE RIGHT SEAT MATRIX ACCOMPLISHMENT GUIDE**

#### **E – Excellence (+)**

Patuloy tayong nagsusumikap para sa improvement at naghahatid ng high-quality results na may discipline at mastery.

- **Quality-Oriented** – Sinisigurong tama, kumpleto, at may attention to detail ang outputs.
- **Continuous Improvement** – Humihingi ng feedback at ginagamit ito para pagandahin ang trabaho.
- **Pride in Work** – May ownership sa resulta at mataas ang standards sa bawat task.

#### **R – Responsive (+)**

Kumilos nang may urgency at initiative, siguradong natutugunan ang concern o request nang maayos at mabilis.

- **Proactive Action** – Ina-anticipate ang needs at kumikilos bago pa sabihan.
- **Timely Communication** – Mabilis at klaro sa pag-reply sa messages at concerns.
- **Accountable Follow-Through** – Sinusubaybayan hanggang matapos; walang iniwang pending.

#### **V – Viable (+/-)**

Gumagawa ng sound at sustainable decisions na nakakatulong sa growth at long-term success ng kumpanya.

- **Resource-Conscious** – Marunong gumamit ng oras, materials, at assets nang matipid at tama.
- **Sustainable Thinking** – Iniisip ang long-term impact ng mga solusyon.
- **Value-Driven Choices** – Marunong mag-balance ng quality at cost.

## **ANNEX "A"**

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#### **I – Integrity (+)**

Tapat, sumusunod sa rules, at mapagkakatiwalaan sa pag-handle ng confidential information.

- **Truthful and Fair** – Tapat at marunong managot sa actions.
- **Adheres to Rules** – Laging sumusunod sa company policies at legal guidelines.
- **Maintains Confidentiality** – Pinoprotektahan ang sensitive information.

#### **C – Competent (+/-)**

May mastery, professionalism, at confidence sa trabaho — laging mas magaling kaysa kahapon.

- **Skilled Performance** – Nagagamit nang tama ang technical knowledge.
- **Problem-Solving Ability** – Kalma at epektibo sa pagharap sa challenges.
- **Adaptability** – Open sa pagbabago at willing matuto.

#### **E – Efficiency & Effectiveness (+)**

Matipid, mabilis, at may tamang judgment sa pagplano, pagresolba ng problems, at paggamit ng resources.

- **Plans Ahead** – Organized at marunong mag-prioritize.
- **Solves Problems Quickly** – Nakikita agad ang root cause at nagbibigay ng solusyon.
- **Minimizes Waste** – Responsible sa paggamit ng company resources.

# ANNEX "A"

## RIGHT PEOPLE RIGHT SEAT MATRIX ACCOMPLISHMENT GUIDE

### INTRODUCING: THE RPRS MATRIX (Right People, Right Seat)

Ang RPRS Matrix ay isang evaluation tool para masukat kung gaano kahusay ang fit ng bawat employee sa kanyang role at sa company values.

#### 1. Right Person: Who You Are

Ang "Right Person" ay naka-align sa Core Values at consistent na isinasabuhay ang mga ito.

##### Rating Guide:

- **"+" (Consistent)** – Madalas ipinapakita ang value
- **"+/-" (Sometimes)** – Minsan ipinapakita
- **"-" (Rarely)** – Bhirang maipakita

Ang pagiging "Right Person" ay tungkol sa character, attitude, at cultural alignment.

#### 2. Right Seat: What You Do

Ang "Right Seat" ay nangangahulugang fit ang skills, motivation, at capacity ng isang tao sa posisyon.

##### GWC Test:

- **Gets It** – Nauunawaan ang trabaho
- **Wants It** – May motivation
- **Capacity** – May oras, skill, at energy para gawin ito consistently

Kailangang **"Yes" ang tatlo** para masabing nasa Right Seat ang isang employee.

#### THE BAR: Our RPRS Standard

Ang **The Bar** ang minimum acceptable standard ng performance at values alignment sa CGroup.

## **ANNEX "A"**

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Employees who meet The Bar:

- Isinasabuhay ang SERVICE Core Values
- Pasado sa GWC (Gets It, Wants It, Capacity)
- Positibong nakakaambag sa team at sa goals ng kumpanya

#### **Above The Bar**

Ito ang mga culture champions at potential leaders ng CGroup.

#### **In Closing**

Ang inisyatibong ito ay nagpapatibay sa paniniwala natin na ang ating mga tao ang pinakamalaking asset ng kumpanya.

Sa pagsasabuhay ng SERVICE values at RPRS Matrix, mas pinagtitibay natin ang ating kultura ng integrity, excellence, at malasakit.

Sama-sama nating panindigan ang pagiging **Right People in the Right Seats**.

#### **For questions or clarification:**

HR Employee, Labor Relations & Organizational Development Department

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**Ronald R. Cedeño**

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