Announcement

Performance Review

1. Employee to Immediate Leader [all level] **by Jan 26, 2026**
2. Immediate Leader to Final Reviewer **by Feb 07, 2026**
3. Final Reviewer to HR **by Feb 18, 2026**

Non-Executive Appraisal

1. Final Reviewer to HR **by Feb 16, 2026**

Promotion

1. Nominator to Final Reviewer **by Jan 28, 2026**
2. Final Reviewer to HR **by Feb 06, 2026**