

[MEMORANDUM ORDER NO. 149, November 14, 2006]

AMENDING MEMORANDUM ORDER NO. 4, DATED FEBRUARY 1, 2001, ENTITLED: "IMPLEMENTING IN THE OFFICE OF THE PRESIDENT (PROPER) A PERFORMANCE MANAGEMENT AND7 EVALUATION SYSTEM (OP-PMES)"

Pursuant to the provisions of Section 33, Chapter 5, Personnel Policies and Standards, Book V of Executive Order No. 292 (Administrative Code of 1987), and CSC-Resolution No. 99-1792 dated August 11, 1999, the revised Office of the President Performance Management and Evaluation System (OP-PMES) is hereby adopted in this Office. This amends Memorandum Order No. 4 dated February 1, 2001. I. OBJECTIVES

The OP-PMES aims to improve personnel performance and efficiency and organizational effectiveness and productivity.

II. POLICIES AND GUIDELINES

1. The OP-PMES is hereby made an integral part of the personnel and performance management and development programs of this Office.
2. The performance standards and targets shall be in consonance with the organizational mandate and goals.
3. The employees concerned shall be properly informed of their rights and obligations under the System.
4. Employees shall be given appropriate rewards in recognition of exemplary and meritorious performance as defined in the Program on Awards and Incentives for Service Excellence (PRAISE).
5. Refusal or failure to assume responsibilities attached to the position or accept reasonable work assignment shall be ground for disciplinary action.

SCOPE

The revised OP-PMES shall apply to all employees of this Office belonging to the First and Second Levels who are in the Regular Plantilla. However, Cotermine employees and those paid under the lump-sum appropriations may be covered by this System as may be deemed appropriate. The Performance Evaluation form for supervisors shall be accomplished by heads of divisions or those occupying positions of equivalent rank who are performing supervisory functions: the Performance Evaluation form for non-supervisors shall be accomplished by the subordinates within the divisions.

IV. RATING PERIOD

Evaluation shall be done twice a year – January to June, and July to December. Those who enter the service within a rating period shall be rated for performance within a period of not less than three (3) months.