MEMORANDUM

TO : ALL POEA Officials and Employees

SUBJECT : SUBMISSION OF 2003 STATEMENT OF ASSETS AND LIABILITIES, UPDATED PERSONAL DATA SHEET (PDS) AND PARS FOR THE PERIOD JANUARY - JUNE 2003

DATE : 20 January 2004

All concerned are hereby instructed to accomplish the following forms:

1. Statement of Assets and Liabilities for the Year 2003;

2. Personal Data Sheet (New Form); and

3. Performance Appraisal and Reporting System (PARS) for the Non-Presidential Appointees for the period January - June 2003. Attached to PARS forms are employees' Individual Computation of Tardiness and Absences per actual HRDD records, and important Reminders/Pointers for Raters in rating different behavioral dimension for reference.

Accomplished forms must be submitted to the Human Resource Development Division (HRDD) on or before 30 January 2004. For efficient monitoring of submissions and efficient computation of leave credits, submissions of the above documents shall be per Division. Individual submission will not be entertained.

For compliance.

CARMELITA S. DIMZON
Deputy Administrator
Management Services