MEMORANDUM

TO: ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT: SUBMISSION OF PERFORMANCE EVALUATION REPORT (PER) FOR CY 2011 AND INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)

DATE: 24 February 2012

Pursuant to POEA Memorandum Order No. 5, series of 2004, Guidelines on the Grant of Productivity Incentive Bonus (PIB), all rank and file employees (regular, temporary, casual) are hereby directed to accomplish and submit their Performance Evaluation Report (PER), using the old form, for January to June 2011 and July to December 2011.

Using the Performance Evaluation Report (PER) form, each employee (ratee) must indicate clearly his/her actual duties and responsibilities expressed in work outputs. Each work output must have a corresponding target in terms of quantity, quality and timeliness.

In rating the Employee’s Job Performance and Behavioral Dimension, raters and ratees are hereby reminded to adhere/observe the following guidelines:

I. Rating the Employee’s Job Performance

<table>
<thead>
<tr>
<th>TARGET SET</th>
<th>RATING</th>
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<tbody>
<tr>
<td>1. If he/she exceeds the planned target by at least 50%</td>
<td>10 points</td>
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<tr>
<td>2. If he/she exceeds the planned target by at least 25%</td>
<td>8 points</td>
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<tr>
<td>3. If he/she merely met the planned target</td>
<td>6 points</td>
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<tr>
<td>4. If he/she set only 51% to 99% of the planned target</td>
<td>4 points</td>
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<tr>
<td>5. If he/she set only 50% or below the planned target</td>
<td>2 points</td>
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II. Rating the Employee's Behavioral Dimension

As specified in the guidelines on rating the Employee's Job Performance and Behavioral Dimension, only a rating of 2, 4, 6, 8 & 10 must be given to the employee/ratee for each of the following behavioral factors:

1. Courtesy
2. Human Relations
3. Punctuality
4. Attendance
5. Initiative
6. Leadership — for supervisors only
7. Stress Tolerance — for supervisors only

The PER must be fully accomplished, with signatures of both the raters and ratees.

A minimum rating of "Satisfactory" for two (2) rating semesters will entitle an employee to Productivity Incentive Bonus (PIB) of Two Thousand Pesos (P2,000.00). Deadline for submission to HRD Division is on 15 March 2012.

For CY 2012, the new Individual Performance Commitment Review (IPCR) Form will be used in assessing and evaluating each employee's performance. The targets and outputs indicated in the IPCR must be anchored on the Office Performance Commitment Review (OPCR) of the Agency and of each concerned Office/Branch/Division/Unit.

In order to facilitate the implementation of the IPCR for CY 2012, all employees are directed to submit their individual plans and targets using the attached IPCR forms. Their immediate heads and concerned Directors should monitor and check the submission based on the OPCR and submit to the HRDD on or before 30 March 2012.

Please be guided accordingly.

HANS LEO J. CACDAC
Administrator