PLEASE ROUTE WITHIN
YOUR BRANCH

MEMORANDUM

TO : ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT : SUBMISSION OF PERFORMANCE EVALUATION
REPORT FOR CY 2009

DATE : 25 March 2010

In line with the submission of Performance Evaluation Report (PER) for
CY 2009, and pursuant to POEA Memorandum Order No. 5, series of 2004,
Guidelines on the Grant of Productivity Incentive Bonus (PIB), all officials and
employees are hereby reminded to observe/follow the guidelines set, specifically
in rating the Employee’s Job Performance and Behavioral Dimension, as follows:

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>
</tr>
<tr>
<td>2. If he/she exceeds the planned target by at least 25%</td>
<td>8 points</td>
</tr>
<tr>
<td>3. If he/she merely met the planned target</td>
<td>6 points</td>
</tr>
<tr>
<td>4. If he/she set only 51% to 99% of the planned target</td>
<td>4 points</td>
</tr>
<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/atee 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
II. Entitlement to Productivity Incentive Bonus (PIB)

Employees must have a minimum rating of "Satisfactory" for two (2) rating semesters, with a minimum of three (3) months performance for each semester for the period covered by the PIB grant.

IV. Submission of the PER

Performance Evaluation Reports must be accomplished and submitted to the HRD Division complete with signatures of both the ratee and the rater/s.

Please be guided accordingly.

JENNIFER JARDIN-MANALILI
Administrator