EMENDUM TO: DIRECTORATE MEMBERS
BRANCH MANAGERS
DIVISION HEADS

SUBJECT: 1990 MOST OUTSTANDING EMPLOYEES

DATE: November 28, 1990

In line with the annual Search for Outstanding Employees, we are pleased to announce that the search is on for the 1990 POEA's Most Outstanding Employees.

Hereunder are the guidelines for the selection of the 1990 Most Outstanding POEA Employees:

I. WHO ARE QUALIFIED

All POEA officers and employees who:

1. hold first or second level positions in the career service (supervising position and below);
2. are permanent employees for at least one year; and
3. have not been found guilty of any criminal or administrative offense or does not have any pending case.

II. CRITERIA FOR SELECTION

2. Idea, suggestion, innovation or invention made by an individual that has been adopted resulting in direct benefit to his unit or department and which has become instrumental in carrying out the functions of his office and of this Administration in general.
3. Exemplary service rendered to the public in connection with, or related to one's official function.
III. WHO MAY NOMINATE

1. The immediate supervisor of the employee; or,
2. His fellow workers.

IV. PROCEDURES

1. Directorate members are to create a screening committee within their respective offices to deliberate on the nominations which may be submitted by their branch managers and or division heads, or employees under their jurisdiction. From the nominations they have received, they are to select two (2) employees whose names must be submitted to the Suggestion and Incentive Awards Committee (SIAC) not later than December 11, 1990. Nominations received after the deadline shall no longer be considered.

2. The POEA SIAC shall deliberate on the nominations and recommend to the POEA Administrator on December 12, 1990 the five most outstanding employees of the Administration for the year 1990.

IV. REQUIREMENTS

All nominations must be made using the prescribed nomination form. All items must be accomplished including the following:

a. Justification by the nominating party/Director concerned.

b. Personal Data Sheet of the nominee with recent picture.

c. Accomplished performance appraisal forms (certified true copy) for the last two rating periods.

d. Supporting documents such as clippings, citations, publications, pictures, if any.
V. Assessment of Nominees by the Director concerned.

Attributes/indicators to be considered with corresponding percent weight:

Performance (70%) - Includes work attitudes, manner and amount of work done, performance of duties exceeding 100% of his targeted outputs within minimum of wasted time, effort and resources.

Integrity and Reliability (10%) - Pertains to one's ability to keep matters of confidence; does not use position for personal gain; honesty; performs his tasks or assignments carefully with aim of excellence.

Responsibility (10%) - Pertains to one's ability to meet obligation and to work effectively without close supervision.

Creativity (5%) - Pertains to the employee's ability to produce original work or ideas that will help his unit/office perform its functions well.

Loyalty (5%) - Faithfulness to duty or obligation; observes office rules and regulations (attendance & punctuality, wearing I.D. and uniform, compliance to Memorandums & Special Orders etc.; supports the policies of his office and this Administration.

Example:

<table>
<thead>
<tr>
<th>Attributes/Indicators</th>
<th>Rating</th>
<th>Weighted Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Performance</td>
<td>70%</td>
<td>5</td>
</tr>
<tr>
<td>2. Responsibility</td>
<td>10%</td>
<td>4</td>
</tr>
<tr>
<td>3. Integrity &amp; Reliability</td>
<td>10%</td>
<td>4</td>
</tr>
<tr>
<td>4. Creativity</td>
<td>5%</td>
<td>3</td>
</tr>
<tr>
<td>5. Loyalty</td>
<td>5%</td>
<td>4</td>
</tr>
</tbody>
</table>

Analysis & Interpretation of Scores:

a) Multiply the rating for each attribute/indicator by the given percentage weight.
b) Get the total of the weighted rating. Only the names of the top two nominees shall be endorsed to the POEA SIAC for deliberation.

All nominees shall be rated from one to five.

<table>
<thead>
<tr>
<th>Numerical rating</th>
<th>Adjectival Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Acceptable</td>
</tr>
<tr>
<td>4</td>
<td>Commendable</td>
</tr>
<tr>
<td>5</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

VI. AWARDS

A plaque of commendation and a cash gift of P 1000.00 shall be given to an employee who has been considered as one of the five (5) outstanding employees of the Administration.

All nominees who were not considered shall receive certificates of commendation.

VII. AWARDING RITES

Awarding rites shall be held on December 21, 1990 at the POEA Auditorium. Attached are the nomination and evaluation form for your perusal.

For compliance.

[Signature]

JOSE N. SARMIENTO
Administrator

/msp
EVALUATION SHEET
FOR
1990 POEA MOST OUTSTANDING EMPLOYEES

Name of candidate: ____________________________
Position: ____________________________
Office: ____________________________ Unit: ____________________________

<table>
<thead>
<tr>
<th>ATTRIBUTES/INDICATORS</th>
<th>RATING</th>
<th>WEIGHTED-RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PERFORMANCE</td>
<td>70%</td>
<td></td>
</tr>
<tr>
<td>2. RESPONSIBILITY</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>3. INTEGRITY</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>4. CREATIVITY</td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>5. LOYALTY</td>
<td>5%</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ........

Submitted by: ____________________________

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Director

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Date
PHIL. OVERSEAS EMPLOYMENT ADMINISTRATION
NOMINATION FORM
1990 MOST OUTSTANDING EMPLOYEES

NAME OF NOMINEE: ________________________  OFFICE: ________________________

POSITION: ________________________  DIVISION: ________________________

YRS. IN POSITION: ________________________

BRIEF JOB DESCRIPTION:

________________________________________________________________________

DESCRIPTION OF THE NOMINEE'S ACHIEVEMENT AND/OR SIGNIFICANT CONTRIBUTION TO POEA: (Justification)

(pls. use extra sheet if necessary)

________________________________________________________________________

Indorsed by:

________________________

Director