17 April 1985

Memorandum For: All Directors
                Department Heads
                Division Chiefs

All heads of this Office are enjoined to nominate candidates in connection with the search for the Outstanding Employees of the POEA for the year 1984. A total of fifty employees will be selected for this purpose.

General Criteria:

1. The search is open to all POEA employees below the Director level, irrespective of length and status of service.

2. The candidate must have made an outstanding contribution or impressive achievement while in the performance of his job with the Administration.

   Outstanding contribution, in this sense, may be any accomplishment, deed or act which has brought about great improvement in the delivery of the administration's services.

Specific Criteria:

1. Outstanding/meritorious job performance
2. Impressive achievement or unique contribution to work
3. Unusual hardship/endurance in work post
4. Introduction of innovation in work production/system

Nominations, which should be done in writing, should be accompanied by written justifications by the head of the office making the nomination.

All nominations should be submitted to the Staff Development Committee thru the Personnel and Records Division not later than April 22, 1985. Awards ceremonies will be on April 30, 1985.

PATRICIA A. STO. TOMAS
Administrator