MEMORANDUM

TO: ALL DIRECTORATE MEMBERS, BRANCH MANAGERS AND DIVISION CHIEFS

RE: 1991 Mid-Year Performance Assessment (MYP A)

DATE: 22 August 1991

The 1991 Mid-Year Performance Assessment (MYP A) of the Administration is scheduled on 3-4 September 1991 at the POEA Auditorium. This exercise, to be participated in by all Directorate members, branch managers and division chiefs, will evaluate POEA’s performance and identify issues and concerns which may have hindered the program. The same will also discuss and finalize the individual unit’s Second Semester 1991 Action Plan in line with the DOLE’s thrusts and priorities.

In this connection, please refer to the attached guidelines on the presentation format and program of activities.

For your guidance and compliance.

[Signature]

JOSE N. SARMIENTO
Administrator
1991 MYPA Conference

A two-day session to review and assess POEA performance, identify issues and problems encountered during the first semester and realign the 1991 second semester individual action plans.

Objectives:

1. To assess POEA program/project accomplishments for the first half of 1991 vis-a-vis the first semester 1991 targets and first semester 1990 accomplishments.

2. To resolve issues and problems encountered during the first semester of the year.

3. To discuss and finalize individual second semester 1991 action plan in line with the agency's second semester thrusts and priorities.

Guidelines in the preparation of individual units' performance assessment:

1. Each unit shall assess its performance based on the following:

   1.1 Adherence to POEA mission and objectives and satisfaction of key result areas.

   1.2 Achievement of targets

   1.3 1991 Performance against Mid-Year 1990 Performance

   The units shall indicate their respective accomplishments using the major indicators in the Project/Program Monitoring Sheet (PPMS).

2. Each unit shall rate its overall performance using scale in a continuum, to wit:

$$\begin{array}{c}
\text{1} = \text{Unsatisfactory} \\
\text{2} = \text{Needs Improvement} \\
\text{3} = \text{Satisfactory} \\
\text{4} = \text{Very Satisfactory} \\
\text{5} = \text{Outstanding}
\end{array}$$

3. Each unit shall identify the restraining and augmenting factors relative to its performance.
4. Adjustments in the Second Semester 1991 Action Plan shall take into consideration the thrust to achieve the remaining annual targets, expedite delayed programs/projects and implement programmed projects.

5. All Branch heads shall present their MYPA (1st semester) and Second Semester Action Plan during the MYPA Conference.
MID-YEAR PERFORMANCE ASSESSMENT
PROGRAM ACTIVITIES

DAY 1

I. Opening Remarks
   Jose N. Sarmiento
   Administrator
   9:00 - 9:30

II. Presentation of Accomplishments and Second Semester Action Plans by Branch

A. Pre-Employment Service Office
   9:30 - 10:30
   B R E A K
   PSO (Continuation)
   10:45 - 12:00
   L U N C H

B. Licensing and Regulation Office
   1:00 - 3:00
   B R E A K

C. Welfare and Employment Office
   3:15 - 5:30

DAY 2

Continuation of Presentation of Accomplishments and Second Semester Action Plans by Branch

D. Adjudication Office
   9:00 - 10:30
   B R E A K
   AO (Continuation)
   10:45 - 12:00
   L U N C H

E. General Administrative and Support Services Office
   1:00 - 3:00
   B R E A K
   GASS (Continuation)
   3:15 - 4:00