MEMORANDUM TO: Directorate Members  
Department/Division Chiefs  
Authorized Raters  


This is to reiterate the importance of performance appraisal as a major basis for management decision on such matters as employee promotion, retention, training development as well as the administration of both monetary and non-monetary incentives.

In this connection, all raters are directed to rate the performance of their respective staff for the period January - June 1988. Forms for this purpose are available at the Human Resources Development Division (HRDD).

Accomplished forms are to be submitted to the HRDD not later than Thursday, 21 July 1988.

TOMAS D. ALMACOS  
Administrator  

15 July 1988
QUESTIONNAIRE ON THE EFFICIENCY OF EXISTING JANITORIAL AND SECURITY SERVICES

I. FOR JANITORIAL SERVICES

A. Are you satisfied with the services of Saint Joseph General Maintenance Services? Please indicate by checking below:

- Poor
- Fair
- Satisfactory
- Good
- Excellent

B. If poor please explain:

II. FOR SECURITY SERVICES

A. Are you satisfied with the services of Benito Security & Protective Investigation Agency? Please indicate below:

- Poor
- Fair
- Satisfactory
- Good
- Excellent

B. If poor please explain: