Memorandum

To: All Raters
Re: Pilot Study of POEA-PAS

We would like to remind all raters that the new Performance Appraisal System shall be pilot-tested for the period October 15 - December 15, 1989. During our last meeting, we agreed to observe the following schedule of activities:

October 2 - 6 Familiarization with the new PAS
October 9 - 13 Target-setting activity
October 16 - Start of Rating Period
December 15 End of Rating Period
In between October 16 - December 15 Monitoring Period
December 18 - 22 Evaluation (rating) of Performance
December 27 Submission of PARS to HRDD

Revised performance appraisal rating sheets shall be distributed to all units. Questions or problems that may arise before and after the implementation of the pilot study may be referred to the Performance Appraisal System Committee or to the HRDD for consultations.

We encourage everyone concerned to give this exercise a priority for the end purpose of establishing an objective and workable Performance Appraisal System.

[Signature]
MANUEL G. IMSON
Deputy Administrator

05 October 1989