MEMORANDUM ORDER NO. 02  
Series of 1994

In connection with the semestral performance evaluation of POEA employees, the following guidelines shall be observed per CSC MC #12 series 1993:

OUTSTANDING — An employee shall be given this rating when he EXCEEDS HIS TARGET BY AT LEAST FIFTY PERCENT. It represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. His achievement and contributions to the organization are of marked excellence which even his peers recognized.

VERY SATISFACTORY — An employee shall be given this rating when he EXCEEDS THE EXPECTED OUTPUT/PERFORMANCE BY AT LEAST 25% but falls short of what is considered an outstanding performance. Only employees with Outstanding and Very Satisfactory performance ratings shall be considered for promotion.

SATISFACTORY — An employee shall be given this rating when he MEETS 100% of the standards or ordinary requirements of the duties of the position.

UNSATISFACTORY — An employee shall be given this rating when his performance is FIFTY ONE PERCENT TO NINETY NINE PERCENT of the minimum requirements but could stands improvement. It is expected that in the next rating period, the employee, under close supervision, will either improve his performance for which he shall be given at least a satisfactory rating, or if not, he shall get another Unsatisfactory rating. Two (2) successive Unsatisfactory ratings shall be a ground for separation from the service.

POOR — An employee shall be given this rating when he fails to meet the performance requirements or meets FIFTY PERCENT or below of the minimum requirements and there is no evidence to show that he can improve his performance. A rating of poor shall be a ground for separation from the service.
Moreover, Unit heads are required to indicate in Form B of the PARS the performance outputs of their respective staff. A mere guess on the rating of the employee’s outputs or ratings without basis may prejudice the grant of merit increment, promotion, productivity bonus and other related personnel action of the employee.

Submission of PARS to HRDD is on or before 31 January 1994.

For compliance.

FELICISIMO O. JOSON
Administrator

January 6, 1994
M O No. 02