MEMORANDUM ORDER NO. 28
Series of 1995

Subject: Grant of 1995 Performance Incentive

Date: 13 December 1995

In order to encourage creativity, innovativeness, efficiency and integrity in the public service particularly at the POEA and to recognize deserving POEA officers and employees regardless of employment status, for their good performance during the current year, we are pleased to announce that a Performance Incentive which is embodied in our CSC-approved Employees' Suggestions and Incentive Awards System (ESIAS) particularly Section III No. 4 thereof, shall be awarded to any POEA official and employee.

Hereunder are the guidelines to be observed strictly:

1. An employee must at least obtained a Very Satisfactory (VS) rating in her/his Performance Evaluation Rating Sheets for the period January to June 1995 and July to December 1995. "No VS performance rating, no incentive" policy shall be enforced;

2. An employee who has a pending administrative case which is grave in nature as defined by the Civil Service Commission, shall automatically forfeit this incentive;

3. Employees who obtained less than VS rating in January to June 1995 rating period but VS for July to December 1995 rating period shall receive only 50% of the performance incentive. This policy will also apply if the performance rating of the employee in January to June 1995 is VS but below VS in July to December 1995 performance rating period.

4. Employees who do not have complete performance ratings (i.e., two performance rating sheets for 1995) shall only receive 50% of the performance incentive provided the performance rating is at least Very Satisfactory.

5. Employees who are on scholarship, on approved leave of absence for six months or more, retired or resigned are not entitled to this Performance Incentive;

Republic of the Philippines
Department of Labor & Employment

POEA Bldg., Ortigas Avenue cor. EDSA, Mandaluyong City, 1501
P.O. Box 4061/Telex: 42472 POEA PM
Tel.: 722-1142 to 99
6. This year’s performance incentive is Seven Thousand Five Hundred (P7,500.00) per employee for two rating periods or Three Thousand Seven Hundred Fifty Pesos (P3,750.00) for each rating period.

7. Only performance rating for the second semester, July to December 1995 shall be accepted on Friday, December 22. January to June 1995 performance ratings shall no longer be accepted/honored. The delay in the submission of July to December 1995 performance rating shall also delay the grant of the Performance Incentive.

For compliance.

FELICISIMO O. JOSON, JR.
Administrator

m. o. 28

ejq/pars