



Republic of the Philippines
Department of Environment and Natural Resources
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Memorandum

To : ALL HEADS OF OFFICES
DENR-Propser

From : The Director
Administrative Service

Subject : SUBMISSION OF JULY TO DECEMBER 2003
PERFORMANCE EVALUATION REPORTS TO THE
PERSONNEL DIVISION NOT LATER THAN JANUARY 15,
2004

Date : January 6, 2004

Please be reminded that the submission of the July to December 2003 Performance Evaluation Reports (PERs) to the Personnel Division shall not be later than January 15, 2004.

Likewise, it has been noted that there a number of employees who have not submitted their January to June 2003 PERs in compliance with Memorandum dated July 2, 2003 of the Undersecretary for Management and Technical Services. Concerned personnel who have not submitted their 1st semester CY 2003 PERs shall submit the same together with the July to December 2003 PERs to the Personnel Division.

You shall ensure that all personnel under your supervision submit their PERs and are reviewed properly before its submission to the Personnel Division.

For information and strict compliance.


RAMON M. EZPELETA, CESO IV