



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE UNDERSECRETARY
Management and Technical Services

SUBJECT : **EVALUATION OF PERFORMANCE OF CENTRO-TECH
PERSONNEL**

DATE : 03 February 2004

The Centro-tech personnel have been rendering janitorial services in the DENR Central Office for almost two (2) months now since the turnover of posts on December 13, 2003. Management would like to help them improve their services by sending them feedback on how we perceive their performance.

The attached form has been designed to help you evaluate their performance along the following areas:

- service delivery
- office behavior
- work schedule

Since no permanent personnel is assigned to an office, please keep in mind all personnel you have come in contact with when deciding on your responses.

The Division Chiefs/Unit Heads and three employees per office are requested to participate in the survey. Your cooperation will assist us in ensuring the maintenance of cleanliness in our offices and facilities.

Please forward all accomplished forms to the Office of the Administrative Service Director **not later than February 13, 2004.**


ROLANDO L. METIN

