



Republic of the Philippines
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MEMORANDUM

TO : All Division Chiefs/Unit Heads
DENR Central Office

FROM : **The DIRECTOR**
Administrative Service

DATE : February 16, 2004

Subject : **Reminder on the Late Submission of PES**

This is to reiterate our memorandum dated January 6, 2004 regarding the submission of Personnel Evaluation Report (PER) which has been due on January 15, 2004.

Please be informed that the Personnel Division, DENR Proper is now ready to release the payroll of the Productivity Incentive Bonus (PIB) for CY 2003 but some employees have not submitted their PES for July-December 2003.

The concerned Division Chiefs/Unit Heads are hereby requested to take action on the PER of your respective employees to be submitted to the Personnel Division on or before February 20, 2004, otherwise we will be constrained to hold the release of PIB of the concerned personnel.

Attached for your reference is a list of employees who have not submitted their PER for July-December 2003.

Your preferential attention on this matter is highly appreciated.


RAMON M. EZPELETA, CESO IV