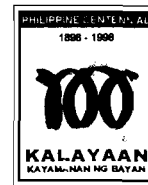




Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Dilliman, Quezon City, 1100
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43



MEMORANDUM

FOR/TO : All Heads of Office/Employees
DENR Central Office

FROM : The Director
Administrative Service

SUBJECT : **SUBMISSION OF PERFORMANCE EVALUATION
REPORTS FOR 2ND SEMESTER OF CY 2004**

DATE : January 10, 2005

This is to inform you that the Performance Evaluation Reports for 2nd Semester of CY 2004 is due for submission.

In this regard, please assess and evaluate the work performance of personnel under your supervision and submit the same using the prescribed PES forms to the Personnel Division **on or before January 22, 2005**.

For compliance.


RAMON M. EZPELETA, CESO IV

MEMO
4