



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES (EXCEPT
PRESIDENTIAL APPOINTEES)
DENR Regional Offices and Bureaus

FROM : THE UNDERSECRETARY FOR MANAGEMENT AND
TECHNICAL SERVICES

SUBJECT : SUBMISSION OF PERFORMANCE EVALUATION
REPORTS NOT LATER THAN JANUARY 16, 2006

DATE : **DEC 29 2005**

Please be reminded that the 2nd semester will end on December 31, 2005 and that the Performance Evaluation Reports (PERs) for such period are due for submission to your respective offices.

In this connection, you are hereby instructed to assess and evaluate the work performance of personnel under your supervision. Please ensure that accomplished PERs are submitted to your offices not later than January 16, 2006, and that the same are reviewed by your respective Performance Evaluation Review Committees.

PERs provide positive measures through which employees' strengths are recognized and capitalized while weaknesses or areas for improvement are likewise identified and then possible options are thought about. Let us therefore give sufficient attention and importance to this aspect of our responsibilities as office managers.

For your information and strict compliance.


ARMANDO A. DE CASTRO



PES

Memo 337

Let's Go Green