



Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 13 s. 2001

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : *Implementation of the Revised Policies on Performance Evaluation System prescribed under CSC MC 13, s. 1999*

The Commission has issued CSC Memorandum Circular No. 13 series of 1999 adopting the revised policies on Performance Evaluation System (PES). The revised policies require agencies to submit to the Commission their revised Performance Evaluation System not later than June 30, 2000 and to pilot-test its implementation in the same year.

As part of the pilot-implementation process, the system was evaluated through reports and feedbacks gathered from the end-users prior to its final implementation. As a result, it was established that most officials and employees remain unfamiliar with the system as it is perceived to be too complex.

The Commission, responsive to feedback and meritorious demands of the end-users, decided to defer the implementation of the revised policies on Performance Evaluation System up to **June 30, 2002** to give agencies more time for consultations with the CSC Regional and Field Offices and to give them more opportunity to design a system adopted to their organizations' needs. In the interim, agency heads are given the discretion to:

- utilize the duly approved old Performance Evaluation System; or
- use the revised Performance Evaluation System model designed and promulgated through CSC Memorandum Circular No. 25, s. 1999 corollary to the requirements of CSC Memorandum Circular No. 13, s. 1999, or

- devise a Performance Evaluation System based on a combination of the old Performance Evaluation System and the revised performance evaluation system.

Agencies are advised to coordinate with their respective CSC Regional or Field Offices for consultations and technical assistance in the development of an acceptable and standardized Performance Evaluation System.

Please be guided accordingly.



KARINA CONSTANTINO-DAVID
Chairman

24 May 2001



Serbisyo Sibil: Isang Daang Taong Paglilingkod

Performance Evaluation System

RESOLUTION NO. 010942

WHEREAS, the Commission has issued CSC Memorandum Circular No. 13, s. 1999 adopting the Revised Policies on Performance Evaluation System (PES);

WHEREAS, the above-mentioned Memorandum Circular sets the timetable for submission of the AGENCYPES not later than June 30, 2000 and pilot testing of agency performance evaluation system by year 2000;

WHEREAS, there were numerous calls to defer the implementation of the PES on the grounds that despite the consultations and seminar-workshops, most officials and employees remain unfamiliar with the system and cannot use the mechanism as it is perceived to be too complex;

WHEREAS, the Commission should be responsive to feedback and meritorious demands of our end-users and would like to ensure that PES reports will be submitted not merely for compliance thus defeating its purpose of developing an evaluation mechanism which is truly and comprehensively reflective of actual job performance;

WHEREAS the PES is a vital tool to foster improvement of employee performance and efficiency; enhance organizational effectiveness and productivity; and to provide an objective performance rating which serves as basis for personnel actions, incentives and rewards, and administrative sanctions.

NOW, THEREFORE, the Commission resolves to defer the implementation of the revised policies on performance evaluation system up to June 30, 2002. In the interim, agency heads are given the discretion to:

- utilize their duly approved old Performance Evaluation System; or
- use the revised Performance Evaluation System and its corresponding model designed and promulgated through CSC Memorandum Circular No. 25, s. 1999 corollary to the requirements of CSC Memorandum Circular No. 13, s. 1999 re: Revised Policies on Performance Evaluation System (PES); or
- devise their Performance Evaluation System based on a combination/adaptation of their old Performance Evaluation System and the revised performance evaluation system.

Resolved further that the Civil Service Regional and Field Offices concerned are directed to undertake consultations/feedback sessions with the agencies under their jurisdiction regarding the Performance Evaluation System. A consolidated report of the suggestions, comments and recommendations generated from the multi-agency consultations and conduct of pilot-testing activities shall be submitted by the respective CSC Regional Office as part of the monthly operations report submitted to the Office for Planning and Management starting June 2001.

Quezon City, **MAY 22 2001**



KARINA CONSTANTINO-DAVID
Chairman



JOSE F. ERESTAIN, JR.
Commissioner



J. WALDEMAR V. VALMORES
Commissioner

Attested by:



ARIEL G. RONQUILLO
Director III

NLA/ena