

July 18, 1991

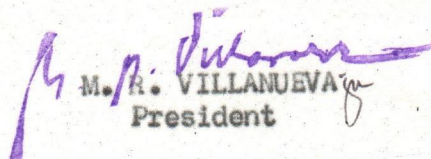
MEMORANDUM NO. 99
Series of 1991

T O: Dr. Samuel S. Go
Vice President for Administration

R E: Performance Evaluation System for Administrative
Personnel

You are hereby assigned and authorized to take the lead in formulating a performance evaluation system for VISCA Administrative Personnel. Should you need the assistance of other personnel to assist in preparing the draft you are given a free hand in identifying the appropriate individuals from offices under the VPA and issuing the necessary terms of reference.

Please submit the formulated evaluation system, duly endorsed by the NAPB, in six (6) weeks.


M. R. VILLANUEVA
President