

# **VISAYAS STATE COLLEGE OF AGRICULTURE**

Baybay, Leyte, Philippines  
Office of the President



20 November 2000

## **MEMORANDUM CIRCULAR NO. 94**

Series of 2000

**T O: All Concerned**

**R E: Setting of Targets and Standards as Mandated in the  
New Performance Evaluation System (PES)**


This is to remind every administrative employee to start accomplishing effective immediately the PES individual employee's targets and standard for January 1 – June 30, 2001 rating period using the \*PEF-1. This form is attached to the PES Guidelines provided earlier by the HRMDO to each office/unit/dept/center as reference/guide to this activity. Likewise, all academic staff/faculty members are to submit their workload (through the Program Directors) to the OVPAA for the Second Semester SY 2000-2001 corresponding to December 1, 2000 to May 31, 2001 rating period.

Individual employees must accomplish this activity in close consultation with their supervisor.

This is also to remind all ViSCA staff holding faculty ranks to submit their accomplished performance evaluation for June 1, 2000 to November 30, 2000 rating period to the HRMDO not later than December 15, 2000.

All accomplished forms (performance targets/workload) of individual administrative and academic employees must be consolidated at the office/unit/dept/center level before these are submitted to the HRMDO and OVPAA, respectively. Deadline for submission is on December 4, 2000 for consolidation in preparation for the PERCs' (academic and administrative) review.

For your guidance and compliance.

  
**PACIENCIA P. MILAN**  
President

*\*This and all other PEF forms are assumed reproduced by the unit/office/center/dept. for the PES purpose.*