

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



8 June 2000

MEMORANDUM CIRCULAR NO. 39
Series of 2000

T O: All Concerned

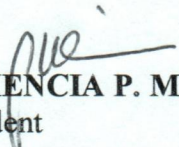
**SUBJECT: Setting of Targets and Standards as Mandated in the New
Performance Evaluation System (PES)**

This is to remind every employee to start accomplishing effective immediately, the PES individual employee's targets and standards using the *PEF-1. This form is attached to the PES Guidelines provided earlier by the HRMDO to each office/unit/department/center as reference/guide to this activity.

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

All accomplished forms of individual employees must be consolidated at the office/unit/department/center level before these are submitted to the HRMDO. Deadline of submission to the HRMDO is on June 16, 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/ department for the PES purpose.*