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MEMORANDUM CIRCULAR NO. 68

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T O: All Department Heads & College Deans

R E: Submission of a Write-Up Showing Concrete Evidence of a Faculty Member's Outstanding Performance

As provided for in CSC MC No. 13, s. of 1999 re: Revised Policies on the Performance Evaluation System, all agencies are mandated to create a Performance Evaluation Review Committee (PERC) whose duties shall include but not limited to Review of Employee Performance Targets, Review of Performance Standards, Determination of Final Rating and Monitoring and Evaluation of the PES. Specifically, the PERC is empowered to review documents, evaluate work accomplishments and performance ratings, conduct hearings, provide opportunities for an employee or supervisor to defend a particular rating and eventually determine an employee's final rating.

Also as provided in said MC No. 13, s. of 1999, the PERC is likewise required to validate the outstanding performance rating and may recommend concerned employees for performance-based award. Specific provisions of said MC 13 is herewith quoted to wit:

"I. Creation and Operation of Performance Evaluation Review Committee (PERC)

A Performance Evaluation Review Committee (PERC) shall be created in all agencies of the government, either national or local government, state colleges and universities and government-owned and controlled corporations. xxx.

1. Responsibilities

xxx

- c. **Determination of Final Rating.** At the end of the rating period, the PERC is empowered to review documents, evaluate work accomplishments and performance ratings, conduct hearings, provide opportunities for an employee or supervisor to defend a particular rating and eventually determine employee's final rating.

xxx

"V. Uses of Performance Rating

x x x

2. Eligibility/Qualification

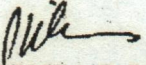
The PERC shall validate the Outstanding Performance ratings and may recommend concerned employees for performance-based award."xxx

The Civil Service Commission has, therefore, put so much responsibility on the PERC to make the implementation of the approved Agency PES more meaningful and in accordance with CSC rules and regulations.

As observed, however, the PERC duly created for LSU Faculty is too busy to do the above-mentioned detailed responsibilities. Thus, the need to design strategies to comply with CSC rules and regulations at the same time put real meaning to LSU's approved PES.

In view hereof, all outstanding ratings obtained by faculty members should be supported with a write-up showing concrete evidence of Outstanding Performance. Any available document which may support an outstanding rating should likewise be attached to the PES prior to submission to the Office of the Vice President for Academic Affairs. The OVPAA shall gather all performance reports with Outstanding Rating together with the write-ups and other supporting document if any and shall convene the PERC which finally determines the final rating of a particular faculty member. Only an "O" rating duly validated by PERC shall be recorded as "O" in the 201 file of the employee concerned.

For the information and guidance of all concerned.


PACIENCIA P. MILAN
President