



MEMORANDUM

Order No. 1231
Series of 2024

FOR : **ALL SERVICES, DIVISIONS, SECTIONS AND UNITS**
This Office

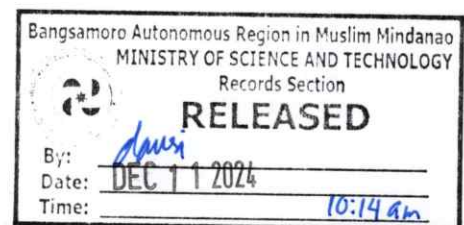
SUBJECT : **PERFORMANCE EVALUATION FORM (PEF)**

DATE : **10 December 2024 / 8-Jumada al-thani-1446**

1. To ensure an efficient way of providing a stepping stone for the employee and supervisor in identifying and discuss areas where performance can be improved, all services, division, sections and units with CoSP personnel are hereby directed to accomplish the herein attached Performance Evaluation Form (PEF).
2. The said form will serve as evaluation tool and basis for renewal of their respective employees under Contract of Service Personnel (CoSP). Submission of the PEF must be in the form of hardcopy and soft copy, to be submitted on or before 5:00 PM December 20, 2024 to the Human Resource Management Section (HRMS)
3. Soft copies of the PEF shall be sent thru this email hmostbarmm@gmail.com.
4. Failure to submit the PEF to HRMS on the said deadline shall led to delay in processing the FY 2025 contract.
5. Attached is the copy of the Performance Evaluation Form for your reference.

For **information and strict compliance.**


ENGR. ABDULRAKMAN K. ASIM, PME
Officer In-Charge



RECEIVED FOR ROUTING
MOST - BARMM | Records Section
By: *Jauhi*
Date & Time: DEC 11 2024 10:14 am

