

DRN: III-FO-HRMDD-HRPPMS-A-MC-25-02-10138-S

MEMORANDUM

TO : ALL DIVISION CHIEFS
DSWD Field Office III

FROM : THE REGIONAL DIRECTOR
DSWD Field Office III

SUBJECT : EXTENSION ON THE SUBMISSION OF CY 2024 2ND SEMESTER
PERFORMANCE RATINGS AND EVALUATION RESULTS FOR
DIVISIONS AND INDIVIDUALS

DATE : 11 FEB 2025

Pursuant to the HRMDD Memorandum No. 09-2025: Submission of CY 2024 2nd Semester Performance Ratings & Evaluation Results, the deadline of submission of the pertinent DSWD Strategic Performance Management System (DSPMS) forms is hereby extended from **February 10, 2025**, to **February 14, 2025**.

This extension will allow Divisions and Individuals to accurately reflect their respective targets based on the final approved Office Performance Contract. We encourage you to use this additional time to review and finalize your forms.

To reiterate, the following are the pertinent provisions for non-compliance as stipulated in our AO No. 18 Series of 2023:

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XI. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Contract Review Forms to the PMT, and the Individual Performance Contract and Review Forms to the HRMDS may result to the following:

- 1. It may become a ground for employees' disqualification for performance-based personnel actions (such as promotion, training, or scholarship grants and performance enhancement bonus) which would require the rating for the given period, if the failure of the submission of the report form is attributed to the fault of the employees.*
- 2. It may subject the employee to an administrative sanction for violation of reasonable office rules and regulations for the delay or non-submission of the office and individual performance commitment and review report.*

3. *Failure on the part of the Division Chief/Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty (CSC MC 6, s. 2012 - Part 3, II, c).*

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Should you have any questions or in need of technical assistance, you may contact the Performance Management Section at 861-2413 Loc. 121 and direct your query at hrmdd.pm.fo3@gmail.com.



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DIR. VENUS F. REBULDELA

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