



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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Ref. No. 2024- 88
May 10, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION, SECTION, UNIT HEADS

ATTENTION : ALL CONTRACT OF SERVICE (COS) PERSONNEL

SUBJECT : SUBMISSION OF PERFORMANCE EVALUATION FORMS AND OTHER REQUIREMENTS FOR RENEWAL OF COS PERSONNEL

In the exigency of the service and in adherence to Department of Agriculture (DA) Administrative Order (A.O.) No. 32, s. 2021 and A.O. No. 23, s. 2022, to ensure the continuous operations of the bureau, the renewal of COS personnel shall be processed and approved upon submission of pertinent documents in accordance with the aforementioned A.O.s.

In relation to this, all COS personnel are enjoined to submit their respective individual **performance rating sheets (PRS)**, filled-out and endorsed by their immediate supervisor/s using the prescribed format from the Department of Agriculture-Personnel Division (Annex A) covering the period **January 2, 2024 to April 30, 2024**. In addition, all COS personnel are required to submit a **cover letter of intent to renew** the engagement of their services with DA-BAR and their latest fully accomplished **Personal Data Sheet or PDS** (CSC Form No. 212, revised 2017).

Kindly submit all the required documents to the Human Resource Management Unit (HRMU) on or **before May 17, 2024 (Friday)**. This is to provide ample time for the consolidation and summarizing of documents to facilitate the renewal of contracts of service prior to submission to the Office of the Director and endorsement to the Office of the Secretary (OSEC).

Please be guided with the aforementioned deadline. This is for prompt compliance.


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