



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
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Reference No. 2022- 103
November 22, 2022

MEMORANDUM FOR THE DIRECTOR

FROM : CHAIRMAN, PERFORMANCE MANAGEMENT TEAM (PMT)
SUBJECT : NEW BIWEEKLY ACCOMPLISHMENT REPORT FORMAT FOR CONTRACT OF SERVICE (COS) STAFF

In the interest of service and in compliance with the provisions of Civil Service Commission Memorandum Circular (MC) No. 06, series of 2012 on the Establishment of Agency Strategic Performance Management System (SPMS) and with reference to MC No. 08, series of 2013 on Results-based Performance Management System implementation agencies, the PMT convened on November 18, 2022 to review the biweekly accomplishment report format being used by COS engaged personnel of the DA-BAR.

Upon exhaustive deliberations and discussion among the members, it was agreed unanimously that the attached template would be adopted as attachment to the payroll of COS engaged personnel of DA-BAR. Thus, we are endorsing said template for your approval.

For your information and approval/disapproval.

Handwritten signature
ANTHONY B. OBLIGADO, PhD.
PMT Chair and OIC-Assistant Director

Approved/Disapproved:

Handwritten signature
JOELL H. LALES
OIC-Director