



Musagangang Agrikultura,
Maunlad na Ekonomiya

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH

RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Ref. No. 2023- ~~103~~
November 16, 2023

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

To prevent disruptions in the Bureau's operations and in accordance with Administrative Order (A.O.) No. 32, s. 2021 and A.O. No. 23, s. 2022, renewal of COS personnel shall be processed and approved immediately upon submission of pertinent documents as follows:

1. **Individual Performance Rating Sheet (PRS)** endorsed by their immediate supervisor/s using the prescribed format from the Department of Agriculture-Personnel Division (Annex A) covering the period **July 3, 2023 to November 15, 2023**.
2. **Letter of intent to renew** the engagement of their services with DA-BAR and
3. Updated **Personal Data Sheet or PDS** (CSC Form No. 212, revised 2017).

Kindly submit all documents to the Human Resource Management Unit (HRMU) on or before **November 22, 2023 (Wednesday)** to provide ample time for the consolidation of all requirements prior to the submission of **Request for Authority to Renew COS** to the Office of the Secretary (OSEC) on or before November 30, 2023.

Please be guided accordingly.


JUNEL B. SORIANO, PhD

