

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM ORDER NO. 158**

**IMPLEMENTING IN THE OFFICE OF THE PRESIDENT (PROPER) A PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (OP-PMES) FOR CAREER EXECUTIVE SERVICE (CES) OFFICIALS AND OTHER THIRD LEVEL OFFICIALS**

Circular No. 5, series of 2004, issued by the Career Executive Service Board (CESB) on 28 July 2004, directed all heads of departments and agencies of the national government, including government-owned or controlled corporations with original charters to implement a semi-annual or annual internal performance appraisal system for their Career Executive Service (CES) officials pending the development of a new Career Executive Service Performance Evaluation System (CESPES).

Likewise, Section 3 of Administrative Order No. 161, dated 6 December 1994, provides that incentive pay shall be based on individual personnel productivity and performance as may be determined by the heads of the respective offices/ agencies in accordance with the policies and standards set by the Civil Service Commission.

In view of the foregoing, the Performance Management Evaluation System (PMES) prescribed for the first and second level personnel pursuant to Memorandum Order No. 149, dated 15 October 2004, as amended by Memorandum Order No. 149-A, dated 29 October 2004, is hereby adopted, for Career Executive Service (CES) officials and other third level officials in the Office of the President effective January 2005 until such time that the CESB has come up with a new CESPES. For the rating period covering July to December 2004, the PMES prescribed for the first and second level personnel pursuant to Memorandum Order No.4, dated February 1, 2001 shall be adopted.

In this connection, a Performance Evaluation Review Committee (PERC) for the third level is hereby created with the following composition and functions:

**I. Composition**

- |          |   |   |
|----------|---|---|
| Chairman | - | Senior Deputy Executive Secretary                         |
| Members  | - | Deputy Executive Secretary for Finance and Administration |
|          |   | Deputy Executive Secretary for Legal Affairs              |

Deputy Executive Secretary for General  
Administration  
Representative from the OP-CESO Association  
representing the third level officials  
Chairman of the PERC for 1<sup>st</sup> & 2<sup>nd</sup> level  
personnel

## **II. Functions**

Review of officials' performance targets  
Determination of final rating in case of disagreement  
Final monitoring and evaluation of the OP-PMES for the third  
level

The PERC Chairman for the 1<sup>st</sup> and 2<sup>nd</sup> level shall likewise act as the  
Secretariat.

This Memorandum Order shall take effect immediately..

By authority of the President:



**EDUARDO R. ERMITA**  
Executive Secretary

Manila, January 18, 2005

