



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

February 16, 2016

CUSTOMS MEMORANDUM ORDER

NO. 5-2016

SUBJECT: SUBMISSION OF PERFORMANCE EVALUATION SYSTEM (PES) FORMS FOR CY-2015 ACCOMPLISHMENTS AND THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) COMMITMENT FORMS FOR CY-2016

This order is in compliance to the Civil Service Commission's (CSC) Memorandum Circulars (MC) on:

1. **Performance Evaluation System:** CSC MC No. 12, s. 1989 - Autonomy in the Establishment of Agency Performance Evaluation System, CSC MC No. 12, s. 1993 - Guidelines in the Establishment and Implementation of Agency Performance Evaluation System, CSC MC No. 13, s. 1999 - Revised Policies on the Performance Evaluation System, and CSC MC No. 13, s. 2001 - Implementation of the Revised Policies on Performance Evaluation System prescribed under CSC MC No. 13, s. 1999; and
2. **Strategic Performance Management System:** CSC MC No. 12 s. 2012 - Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System.

All Bureau of Customs' heads of offices and personnel are hereby ordered to submit the following performance evaluation forms to the Human Resource Management Division (for offices under the Office of the Commissioner) and the administrative offices (for offices under the Collection Districts):

1. For individual personnel:
 - a. Individual PES forms for the two semesters of CY-2015. Those personnel who have already submitted their PES for the first (1st) semester of 2015, may only submit the PES for the second

semester provided that they show a received copy to the Human Resource Management Division (HRMD) for personnel under the Office of the Commissioner and the respective Administration Divisions or Units for personnel under Collection Districts.

b. SPMS Individual Performance Commitment and Review (IPCR) form for the whole year of CY-2016.

2. For heads of offices:

a. Office Performance Evaluation Sheet (OPES) for the first (1st) and second (2nd) semesters of CY-2015.

b. SPMS Office Performance Commitment and Review Form (OPCR) for CY-2016.

Deadline for the submission to the Internal Administration Group (IAG) of these accomplished forms is on March 15, 2016 for PES and OPES forms and April 15, 2016 for SPMS' OPCR and IPCR forms.

All memoranda inconsistent with or related to the provisions of this CMO are hereby revoked.

This Order shall take effect immediately.

Attested:


ALBERTO D. LINA
Commissioner
 Bureau of Customs
ALBERTO D. LINA
Commissioner
16-01030

Evelyn E. Viernes
Director II, Civil Service Commission DPWH Field Office
Mezzanine Floor, DPWH Bldg., Bonifacio Drive,
Port Area, Manila