



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

January 18, 2021

MEMORANDUM

TO : ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL HEADS OF ATTACHED AGENCIES AND CORPORATIONS
ALL DIRECTORS OF LINE BUREAUS
ALL REGIONAL EXECUTIVE DIRECTORS

SUBJECT : SUBMISSION OF 2020 ACCOMPLISHMENTS AND
2021 PERFORMANCE TARGETS AND STRATEGIES

Pursuant to existing civil service rules governing Career Executive Service Performance Evaluation System (CESPES) in line with the over-all Strategic Management Performance System (SPMS) of the Department, you are hereby instructed to submit on or before January 28, 2021, your individual/executive:


1. 2020 Performance Accomplishment (optional 1 page summary of significant accomplishments);
2. 2021 Physical Targets and Performance Measures; and
3. Strategies, timelines, and performance indicators to achieving said targets.

Your 2021 targets should take into account your significant role and contribution in implementing the under One DA Strategy, including our One Nation Approach with other Departments and Offices. We need to ensure that we will be working together to support our rank and file and our partners as we implement our different projects and programs.

After submitting your performance report and targets to me, all Undersecretaries, Heads of Attached Agencies and Corporations, and REDs shall schedule a one hour(max) one on one discussion with me through Mr. Alex Arizabal. Assistant Secretaries and Bureau Heads shall arrange their one-on-one with the supervising Undersecretaries.

For compliance.


WILLIAM D. DAR, Ph.D.

B A F S
OFFICE OF THE EXECUTIVE DIRECTOR
Received by: 
Date: 01/18/2021

*A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk*

