



Republic of the Philippines DEPARTMENT OF HEALTH Davao Center for Health Development Southern Philippines Medical Center



April 11, 2025

HOSPITAL MEMORANDUM No. 147 s. 2025

TO : ALL HEADS OF DEPARTMENTS / SECTIONS / UNITS

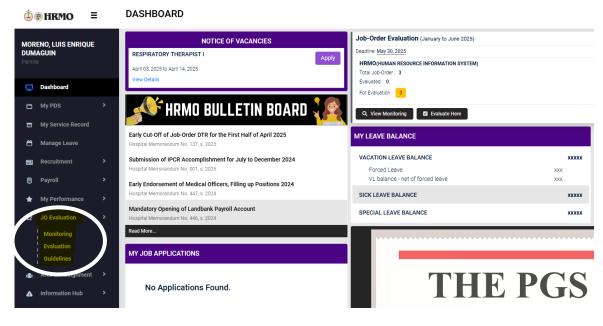
SUBJECT: Performance Evaluation of Job Order Personnel for the Renewal of Contract

Covering the Period July 1, 2025 to December 31, 2025

In view of the upcoming contract renewal of Job Order (JO) personnel for the period covering July 1, 2025 to December 31, 2025, all heads of Departments / Sections / Units are hereby required to submit the Performance Evaluation of their JOs, and the corresponding Recommendation for their renewal or non-renewal.

The submission of the Performance Evaluation and Recommendation for renewal or non-renewal shall be done online thru the HRMO Web Portal. This online performance evaluation form serves as a tool to objectively assess the efficiency, competency, and overall performance of JO personnel. It also supports the decision-making process regarding contract renewal, performance improvement, and staff development.

In order to evaluate the JO personnel under their supervision, the heads of Departments / Sections / Units shall log-in to their individual HRMO Web Portal account, go to the "**JO Evaluation**" tab of their dashboard, and follow the guidelines accordingly.



The deadline of submission of the online Performance Evaluation and Recommendation for renewal or non-renewal shall be on May 15, 2025.

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Medical Center Chief II