



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

14 June 2022

MEMORANDUM NO. CCDP 2022 – 192

FOR : Deans, Directors, Heads of Units and ISO Working Team
SUBJECT : **Revised Job Order Employees Evaluation Tool**

Relative to the commitment of UP Manila to comply with the ISO 9001:2015 standard as well as with the Civil Service Commission policy on “no employee-employer relationship” with the external providers such as Job Order (JO) and Contract of Service (COS) personnel, services rendered must conform to the standard requirement of the university. To ensure this, the attached tool was designed to be used regularly to monitor and evaluate the performance of JOs and COS employees.

Should you have any concern with the Revised Job Order Evaluation Tool, you may contact Mr. Jorel Manalo at jamanalo1@up.edu.ph or Ms. Melody Jane Rojo at mlrojo@up.edu.ph.

This supersedes Memorandum No. CCDP 2022-096 dated 08 April 2022.

For your guidance, information, and compliance.

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor