

**Republic of the Philippines**  
**DEPARTMENT OF ENERGY**

**DEPARTMENT ORDER NO. DO2004-09-009**

**RECONSTITUTING THE PERFORMANCE EVALUATION REVIEW COMMITTEE  
(PERC)**

Pursuant to Civil Service Commission Memorandum Circular No. 13, series of 1999, the Performance Evaluation Review Committee is hereby reconstituted to be composed of the following:

Chairperson : GRISELDA J. G. BAUSA  
Assistant Secretary

Members : LORETA G. AYSON  
Director, Administrative Services

ELIZABETH G. NAVALTA  
Director, Energy Policy and Planning Bureau

Head of concerned bureau/service/office or his/her duly  
authorized representative (division-chief level)

MARISSA P. CEREZO  
Employee Representative for 2<sup>nd</sup> – level position

FEDERICO M. CUARESMA, JR.  
Employee Representative for 1<sup>st</sup> – level position

Alternates:  
2<sup>nd</sup> – level positions  
ANDRESITO F. ULGADO

1<sup>st</sup> – level positions  
LIZA T. BAYLE

The employee representatives shall have a one (1)-year term of  
office effective upon the signing of this Department Order.

Secretariat : Human Resource Management Division

The PERC shall perform the following functions:

1. Review work targets, performance standards, work accomplishments and performance ratings of DOE employees, as well as the profile of DOE Performance Evaluation System (PES) ratings, noting abnormal trends, if any, and take appropriate action in relation thereto;
2. Settle disputes/grievances arising from performance evaluation;
3. Monitor and evaluate the effectiveness of the DOE PES annually to improve the system and performance of the DOE employees; and
4. Formulate and implement policies, strategies, rules and procedures in carrying out the abovementioned responsibilities.

For immediate implementation.

Fort Bonifacio, Metro Manila, 16 September 2004.

(Sgd.) **VINCENT S. PÉREZ, JR.**  
Secretary