



MEMORANDUM ORDER

No. 2024-006 - OME

To : ALL CONCERNED EMPLOYEES OF THE UNIVERSITY

Subject: PARTICIPATION IN THE CONDUCT OF EVALUATION SURVEY FOR THE JANITORIAL AND SECURITY SERVICES PROVIDERS FOR THE PERIOD DECEMBER 2023 TO MAY 2024

Date : June 05, 2024

The Office of Monitoring and Evaluation (OME), is once again conducting an ***evaluation of the Janitorial and Security Service Providers of the University for the first phase of 2024 covering the period of December 2023 to May 2024.***

Anent to this, this Office humbly requests all the concerned employees to participate in the conduct of a performance evaluation survey for the mentioned above service providers by answering the online evaluation forms **on or before June 15, 2024**, which can be accessed through the following links and QR Codes provided below:

Janitorial Services

bit.ly/JanitorialServEval1stPhase2024



Security Services

bit.ly/SecurityServEval1stPhase2024



As stipulated in the Implementing Rules and Regulations (IRR), ***the respondents for each survey shall be at least 20 students who will be randomly selected, and 10% of the population of each cost center*** consisting of Responsibility Center Heads, Deans, Faculty, and Non-Teaching Staff of the University. ***Responsibility Center Heads are hereby requested to encourage all the employees under their supervision to answer the said survey to come up with more reliable results. Moreover, we ask all the Deans to request at least ten (10) students for every college to answer these surveys.***





Rest assured that the answers you have provided in the survey will be treated with utmost confidentiality. The results of these surveys will definitely help the management decide whether or not to renew the existing service contracts of the university between these service providers.

The evaluation results will also be presented during the Mid-Year Assessment Activity scheduled in August 2024.

Thank you for your continued support and cooperation.

Sincerely yours,

A blue ink signature of Melgie A. Alas, written in a cursive style.

MELGIE A. ALAS, MMBM, PGSDSDS
Director, Office of Monitoring and Evaluation

Noted by:

A blue ink signature of Prof. Pamela F. Resurreccion, written in a cursive style.

PROF. PAMELA F. RESURRECCION, Ph.D.
Vice-Chancellor for Strategic Initiatives

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