

**Designated Signing Authorities
ePAS (Performance Appraisal System)**

Performance Cycle Period: 1 April to 31 March

Initiation of Work Plan: April

Mid-point Performance Review: September

End-of-Cycle Appraisal: March - April

Staff Member	First Reporting Officer (FRO)	Second Reporting Officer (SRO)
Branch Chief/ Officer-in-Charge (OIC)	Director, DPADM	Director, DPADM
Professionals	Chiefs/OICs	Director, DPADM
General Service	Assigned Professional Supervisor	Chiefs/OICs
Branch Secretaries	Chiefs/OICs	Chiefs/OICs
All field staff P5/L5 and below	Assigned Professional Supervisor	Chiefs/OICs
P6/L6 -Field staff	Chief/OICs	Director, DPADM

Additional Guidelines for FROs/Chiefs/OICs:

- In addition to following the UN rules and regulations on performance evaluation, FROs, Chiefs/OICs must evaluate and recognize the performance of staff on the content development of UNPACS in their responsible areas as well as the staff's performance in managing their part of the knowledge and information through Divisional and UNPAN websites.
- The Director will also review the Chiefs' performance on how they manage the content development of UNPACS as well as the knowledge management work of the respective Branches through UNPAN and the Divisional websites.