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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-034

To: All Line Agency and Department Heads

From: Director of Administration

Subject: Performance Evaluations

Buenas yan Hafa Adai!

Effective October 1, 2025, performance evaluations will be required for unclassified employees. This requirement will not change the compensation regulations for unclassified employees, which do not permit stage related increases.

This change in process will be phased in to prevent an unmanageable volume of performance evaluations to be prepared and submitted. Initially only evaluations for these unclassified employees whose employment term ends in October 2025 will be required. DOA will be contacting agencies with lists of these who fit into this category and with updates as to future actions.

It is expected that these performance evaluations will enable agencies better to determine whether such employees should be considered for permanent positions.

Si Yu'os Ma'ase.

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