

Performance Agreement Between the Ministry and the Institution

1. Name of the Ministry:

2. Name of the Institution:

3. Period from _____ to _____

4. Key Functions / Objectives

Key Functions / Objectives		Mid Term Target		Target during the Review Period	
4.1					
4.2					
4.3					
4.4					
4.5					
4.6					

Agreed

Secretary
Ministry of

Head of the Department

5. Performance

	Key Functions / Objectives	Target during the Review Period		Target Achieved		Achievement % + or -	
		Mid Term	Final	Mid Term	Final	Mid Term	Final
5.1							
5.2							
5.3							
5.4							
5.5							
5.6							
	Total						

Certified as Correct

Head of the Department

Secretary
Ministry of

Note:

Based on the overall achievement of the organisation at the end of the year, the Performance Appraisal Score (PAS) of an appraisee will be enhanced / reduced as set out in Form B Serial No. 20.