



Republic of the Philippines
Province of Rizal

CITY OF ANTIPOLO

Human Resource Management Office



TO : ALL DEPARTMENT/PROGRAM HEADS AND OFFICERS-IN-CHARGE

SUBJECT : SUBMISSION OF PERFORMANCE EVALUATION FOR CONTRACTUAL AND CASUAL EMPLOYEES AND JOB ORDERS

DATE : 30 MAY 2018

The undersigned would like to request for the performance review and evaluation of all contractual, casual and job orders under your office using the attached forms:

- IPCR Form for Contractual Employees, and
- Revised Performance Evaluation Form for Casual and Job Orders

Please take note of the revisions in the rating scale on Part II of the Performance Evaluation Form (Attendance and Punctuality).


Said documents shall be submitted to the City Human Resource Management Office on or before June 18, 2018 (Monday). Non-compliance may result to non-renewal of contractual appointment/casual plantilla/job order contract.

You may get the electronic copy of the forms from the CHRMO.

For your information and strict compliance.


DULCE AMOR L. BARCENA
City Government Department Head I
City Human Resource Management Office

Noted:


ATTY. HENRY R. ROSANTINA
Executive Assistant V for Personnel Matters
Office of the City Administrator

Republic of the Philippines
CITY OF ANTIPOLO
Province of Rizal

PES Form for Casual/JO
Revised 2018

PERFORMANCE EVALUATION FOR CASUAL EMPLOYEES / JOB ORDERS

NAME _____
POSITION: _____

REVIEW PERIOD: _____
DEPT./OFFICE: _____

REMINDERS:

Ratings should be based on records and actual performance of duties and responsibilities of each employee/job order.
There should be supporting remarks / comments to justify ratings of Outstanding, Unsatisfactory and Poor.
Please put a check (/) mark on the appropriate column.

ART I : WORK ETHICS (60%)

		RATING SCALE					REMARKS/ COMMENTS
		OUTSTANDING	VERY SATISFACTORY	SATISFACTORY	UN- SATISFACTORY	POOR	
1	ATTENDANCE AND PUNCTUALITY						
	Reports for work on time and on given schedule.						
	Does not abuse breaks or lunch periods by leaving early/or returning late.						
	Flag Raising						
	Participation to City's programs and activities						
ATTENDANCE AND PUNCTUALITY RATING		<i>Note:</i> Except for the use of Special Leave Privileges (SLP); and leaves/absences incurred due to medical condition requiring extended treatment or recovery from such illness as certified by a physician.					
O	3 times or less absences, tardiness and undertime						
VS	4 to 6 times absences, tardiness and undertime						
S	7 to 10 times absences, tardiness and undertime						
		U	11 to 15 times absences, tardiness and undertime				
		P	16 and above incurred absences, tardiness and undertime				
2	ADHERENCE TO POLICY						
	Adheres to the Dress Code Policy of the City Government (including footwear).						
	Wears Identification Card in the Performance of Work.						
	Use of Pass Slip / Travel Order whenever on Official Business.						
3	INTERPERSONAL RELATIONSHIP						
	Employee possesses the ability to maintain effective and productive working relationships with fellow employees.						
	Maintains a positive relationship with the management and other workers						
	Treats others with dignity and respect						
	Acts in an honest ethical manner.						
	Easily adapts to changes in work environment.						
4	PERSONAL APPEARANCE AND HYGIENE						
	Reports for work in appropriate attire.						
	Reports for work in neat appearance and proper grooming.						
ART I (60%) TOTAL FINAL RATING =							
Total Score Multiply by 60%							

PART II : WORK QUALITY AND PRODUCTIVITY (40%)

DIRECTIONS: Please fill-out using the duties and responsibilities assigned to the subject employee/ job order. Refer to the CRITERIA and RATING SCALE below to assess the level of performance.

Please rate from 1 to 5, 5 being the highest.

DUTIES AND RESPONSIBILITIES	JOB KNOWLEDGE	WORK QUALITY	PRODUCTIVITY	RELIABILITY & INITIATIVE	AVERAGE RATING	REMARKS	CRITERIA	
							JOB KNOWLEDGE	CRITERIA
							JOB KNOWLEDGE	Understands the essential aspects of the position, which the employee acquired.
							JOB KNOWLEDGE	Demonstrates knowledge, skills, and abilities necessary to perform work satisfactorily.
							WORK QUALITY	Performs work accurately, completely and precisely meeting deadline/s.
							PRODUCTIVITY	Employee performs work with efficiency, consistency and timeliness.
							RELIABILITY & INITIATIVE	Employee exhibits dependability and conscientiousness in performing work and in willingness to accept responsibilities.

AVERAGE RATING	RATING		
CATEGORY		Performance Rating Definition	REVIEW AND VALIDATION OF THE PERFORMANCE MANAGEMENT TEAM
PART I = (60%)			
PART II = (40%)		The following ratings must be used to ensure commonality of languages and consistent on overall rating. Please utilize equivalent numerical rating as stated.	By signing this part, the member of the Performance Management Team (PMT) certifies that the performance evaluation has undergone review.
TOTAL / FINAL RATING			
ADJECTIVAL RATING			

By signing this form, the employee acknowledges that this evaluation was discussed and a copy has been received by the employee.

(5) Outstanding - Performance is consistently superior.	Final Rating:	Name and Signature of PMT Member:
(4) Very Satisfactory - Performance is positively above the job requirements.		
(3) Satisfactory - Performance is regularly competent and dependable.		
(2) Un-satisfactory - Falls to meet job requirements on frequent basis.	Date:	
(1) Poor - Performance is consistently unacceptable.		

Employee's Signature Over Printed Name _____ Date _____

Rater's Signature Over Printed Name _____ Date _____

Department Head / Officer-in-Charge _____ Date _____

I, _____ of the _____, Personnel Development Division commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____

Signature Over Printed Name

DATE

VERIFIED: _____ DATE: _____ APPROVED BY: _____ DATE: _____

(Division/Section Head)

RATING SCALE	5-Outstanding 4-Very Satisfactory 3-Satisfactory 2-Unsatisfactory 1-Poor	Actual Accomplishments	RATING				REMARKS
	MFO/PAP		SUCCESS INDICATORS (TARGETS + MEASURES)	Q	E	T	
I. STRATEGIC OBJECTIVES							
II. CORE FUNCTIONS							
III. SUPPORT FUNCTIONS							

Legend

1-Quality

2- Efficiency

3- Timeliness

4- Average

COMMENTS AND RECOMMENDATIONS:

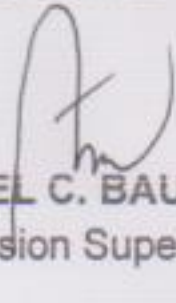
Average Rating	MFO	Rating
Category		
Strategic Objectives		
Core Functions		
Support Functions		
Total Overall Rating		
Final Average Rating		
Adjectival Rating		

Discussed with	Date	Assessed by	Date	Final Rating by:	Date
		I certify that I discussed my assessment with the employee			
Employee		Supervisor		Head of Office	



MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC-Chief Curriculum Implementation Division
OIC-Chief Schools Governance and Operations Division
Public School District Supervisors
Division Unit Heads
Elementary and Secondary School Heads
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF PERFORMANCE EVALUATION FOR
CONTRACTUAL AND CASUAL EMPLOYEES AND JOB ORDERS**

DATE : June 5, 2018

Attached is the Memorandum from City Human Resource and Management Office of Antipolo City, which is self-explanatory.

All Schools with Contractual, Casual Employees and Job Order Personnel from the City Government are requested to accomplish the attached modified Agency Performance Evaluation Form for Contractual, Casual Employees/Job Orders and submit it on or before June 13, 2018 3:00 o'clock in the afternoon in duplicate Attention: **Nowena G. Torreja, Clerk –Planning Unit.**

Please observe the due date. Late submission will not entertained and will not be included in the submission to the City Government.

For strict and immediate compliance.

