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

p/c: FILE
Office of the City Mayor
<table>
<thead>
<tr>
<th>ART I : WORK ETHICS (60%)</th>
<th>RATING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OUTSTANDING</td>
</tr>
<tr>
<td>1 ATTENDANCE AND PUNCTUALITY</td>
<td></td>
</tr>
<tr>
<td>Reports for work on time and on given schedule.</td>
<td></td>
</tr>
<tr>
<td>Does not abuse breaks or lunch periods by leaving early or returning late</td>
<td></td>
</tr>
<tr>
<td>Flag Reusing</td>
<td></td>
</tr>
<tr>
<td>Participation to City's programs and activities</td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE AND PUNCTUALITY RATING</td>
<td></td>
</tr>
<tr>
<td>O - 3 times or less absences, tardiness and undertime</td>
<td>OUTSTANDING</td>
</tr>
<tr>
<td>U - 11 to 15 times absences, tardiness and undertime</td>
<td>VERY SATISFACTORY</td>
</tr>
<tr>
<td>VS - 4 to 6 times absences, tardiness and undertime</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>P - 16 and above incurred absences, tardiness and undertime</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>Note: 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.</td>
<td>POOR</td>
</tr>
<tr>
<td>2 ADHERENCE TO POLICY</td>
<td></td>
</tr>
<tr>
<td>Adheres to the Dress Code Policy of the City Government (including footwear)</td>
<td></td>
</tr>
<tr>
<td>Wears Identification Card in the Performance of Work</td>
<td></td>
</tr>
<tr>
<td>Use of Pass Slip / Travel Order whenever on Official Business</td>
<td></td>
</tr>
<tr>
<td>3 INTERPERSONAL RELATIONSHIP</td>
<td></td>
</tr>
<tr>
<td>Employee possesses the ability to maintain effective and productive working relationships with fellow employees.</td>
<td></td>
</tr>
<tr>
<td>Maintains a positive relationship with the management and other workers</td>
<td></td>
</tr>
<tr>
<td>Treats others with dignity and respect</td>
<td></td>
</tr>
<tr>
<td>Acts in an honest, ethical manner</td>
<td></td>
</tr>
<tr>
<td>Easily adapts to changes in work environment</td>
<td></td>
</tr>
<tr>
<td>4 PERSONAL APPEARANCE AND HYGIENE</td>
<td></td>
</tr>
<tr>
<td>Reports for work in appropriate attire</td>
<td></td>
</tr>
<tr>
<td>Reports for work in neat appearance and proper grooming</td>
<td></td>
</tr>
</tbody>
</table>

RT 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.

<table>
<thead>
<tr>
<th>DUTIES AND RESPONSIBILITIES</th>
<th>JOB KNOWLEDGE</th>
<th>WORK QUALITY</th>
<th>PRODUCTIVITY</th>
<th>RELIABILITY &amp; INITIATIVE</th>
<th>AVERAGE RATING</th>
<th>REMARKS</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

### AVERAGE RATING

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART I = (60%)</td>
<td></td>
</tr>
<tr>
<td>PART II = (40%)</td>
<td></td>
</tr>
<tr>
<td>TOTAL / FINAL RATING</td>
<td></td>
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</tbody>
</table>

### ADJECTIVAL RATING

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

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**Performance Rating Definition**

The following ratings must be used to ensure commonality of languages and consistent on overall rating. Please utilize equivalent numerical rating as stated.

- **(5) Outstanding - Performance is consistently superior.**
- **(4) Very Satisfactory - Performance is positively above the job requirements.**
- **(3) Satisfactory - Performance is regularly competent and dependable.**
- **(2) Un-satisfactory - Fails to meet job requirements on frequent basis.**
- **(1) Poor - Performance is consistently unacceptable.**

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**REVIEW AND VALIDATION OF THE PERFORMANCE MANAGEMENT TEAM**

By signing this part, the member of the Performance Management Team (PMT) certifies that the performance evaluation has undergone review.

<table>
<thead>
<tr>
<th>Final Rating:</th>
<th>Name and Signature of PMT Member</th>
</tr>
</thead>
</table>

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**Employee's Signature Over Printed Name**

Date:

**Rater's Signature Over Printed Name**

Date:

**Department Head / Officer-In-Charge**

Date:
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.

**RATING SCALE**
- 5-Outstanding
- 4-Very Satisfactory
- 3-Satisfactory
- 2-Unsatisfactory
- 1-Poor

<table>
<thead>
<tr>
<th>MFO/PAP</th>
<th>SUCCESS INDICATORS</th>
<th>Actual</th>
<th>RATING</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(TARGETS + MEASURES)</td>
<td></td>
<td>Q</td>
<td>E</td>
</tr>
</tbody>
</table>

**I. STRATEGIC OBJECTIVES**

**II. CORE FUNCTIONS**

**III. SUPPORT FUNCTIONS**

**Legend**
- 1-Quality
- 2-Efficiency
- 3-Timeliness
- 4-Average

**COMMENTS AND RECOMMENDATIONS:**

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

**Discussed with**
- Employee
- Supervisor
- Head of Office

I certify that I discussed my assessment with the employee.

**Final Rating by:**
- Date

**Signature Over Printed Name**

**DATE:**

**APPROVED BY:**

**DATE:**

**VERIFIED:**

**DATE:**
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 be entertained and will not be included in the submission to the City Government.

For strict and immediate compliance.