**PERFORMANCE EVALUATION FOR NON-DEPED APPLICANTS**

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **OFFICE/DIVISION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RATING PERIOD**- YEAR: \_\_\_\_\_\_ □1st Semester *(January-June)* □2nd Semester *(July-December)*

**TYPE OF RESPONSIBILITIES**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Technical Assistant, Admin. Support Staff, etc.)*

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| **PERFORMANCE INDICATORS** | **Rating** |
| **A. TECHNICAL COMPETENCIES (TC) - 70%** |
| **RATING SCALE**: 10- Outstanding (Significantly exceed expectations) 8- Very Satisfactory (Exceed expectations)  6- Satisfactory (Usually meet expectations) 4- Fair (Did not meet expectations) 2- Poor (Consistently fails to meet expectations) |
| 1. **Achievement of work**

Ability to achieve set targets and objectives. |  |
| 1. **Quality of work**

Ability to accomplish work assignments with accuracy and minimal revision. |  |
| 1. **Knowledge in assigned tasks**

Skills and proficiency in carrying out assignments. |  |
| 1. **Work method**

Ability to effectively manage time and meet deadlines while ensuring accuracy and quality of work done.  |  |
| 1. **Critical and analytical thinking**

Ability to respond objectively on assigned tasks. Contributes substantial inputs on projects/policy when needed. |  |
| 1. **Implementing tasks**

Ability to accurately implement tasks by adhering to existing policies, and office rules and regulations. Reviews task objectives and achieve core deliverables. |  |
| 1. **Planning and Organizing**

Ability to individually manage the set goals and targets by developing a task plan or timetables in prioritizing critical and urgent tasks. Able to self-manage in monitoring the progress of the actual performance against the agreed objectives. Uses organizational skills to ensure prompt completion of work to the required standard. |  |
| 1. **Communication Skills**

Ability to communicate/present ideas, instructions, and information in a manner that are clearly understood. Uses effective written and oral communication in preparing documents and/or presentations. |  |
| 1. **Records Management**

Ability to organize and maintain records for easy access and retrieval which are classified/categorized per type of records. |  |
| 1. **Teamwork and Cooperation**

Ability to work constructively and collaboratively with others and across organizations to accomplish organizational goals and objectives. |  |
| Total Score  |  |
| **(TC)** Total Rating *(Total Score/10 x 70%)* |  |
| **B. BEHAVIORAL COMPETENCIES (BC) - 20%** |
| **RATING SCALE**: 10- Always 8- Often 6- More often than not 4- Seldom 2- Never |
| 1. **Decisiveness**

Acts immediately on needs/requests in accordance with the prescribed rules and regulations and accepted norms of conduct and behaviour. |  |
| 1. **Honesty/Integrity**

Demonstrates truthfulness, candidness, uprightness and freedom from deceit. |  |
| 1. **Dedication/Commitment**

Renders service over and above the regular functions and even beyond the regular time. |  |
| 1. **Initiative/Resourcefulness**

Starts action, projects and performs assigned tasks without being told and under minimal supervision. |  |
| 1. **Courtesy**

Shows polite, kind and thoughtful behaviour toward the public/clientele in manner of speech and actuations. |  |
| 1. **Human Relations**

Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situations. |  |
| 1. **Leadership**

The manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goal and objectives enthusiastically. |  |
| 1. **Stress Tolerance**

Stability of performance under pressure or opposition. |  |
| 1. **Fairness/Justice**

Conforms to usual principles of law, is just and unbiased. |  |
| 1. **Proper Attire/Good Grooming**

Dresses in accordance with proper decorum and/or prescribed rules and regulations and is neat in appearance. |  |
| Total Score  |  |
| **(BC)** Total Rating *(Total Score/10 x 20%)* |  |
|  |  |
| **C. PUNCTUALITY/ATTENDANCE (PA) - 10%** |
| 1. **Punctuality** (no. of times tardy)

[**10**]Not more than 3 times tardy/undertime during the last six (6) months; [**8**] 4-6 times tardy/undertime; [**6**] 7-10 times tardy/undertime; [**4**] 11-15 times tardy/undertime; and [**2**] More than 15 times tardy/undertime |  |
| 1. **Attendance** (no. of days absent)

[**10**]Not more than 4 days absent during the last six (6) months; [**8**] 5-8 times absent; [**6**] 9-12 times absent; [**4**] 13-16 times absent; and [**2**] More than 16 times absent |  |
| **(BC)** Total Rating *(Total Score/2 x 10%)* |  |
|  |  |
| **Final Rating** (TC + BC + PA) |  |
| **Overall comments/justification** (required): **Note:** To be filled by the Rater/Immediate Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**RATEE: RATER/IMMEDIATE SUPERVISOR:**

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Signature over Printed Name Signature over Printed Name