



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



June 22, 2018

**DIVISION MEMORANDUM**

No. 407, s. 2018

**PERFORMANCE EVALUATION OF PROBATIONARY EMPLOYEES**

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors (PSDs)/District Caretakers/OICs  
Principal/Heads of Elementary and Secondary Schools  
Teachers and All Others Concerned**

1. This office is reminding those on PROBATIONARY employment to adhere to Performance Evaluation Review pursuant to Rule V, Sec. 15 of the 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA) handbook.
2. The appointee's performance during the probationary period shall be reviewed by the immediate supervisor (rater) and shall be done at least twice during the probationary period and within every three (3) months or six (6) months, or as required by the position.
3. Please see attached herein copy for detailed information.
4. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

6. For designation to critical positions in the local government units such as Provincial/City/Municipal Government Department Head, a copy of the office order shall be furnished by the HRMOs of the LGUs to the CSCFO concerned. Employees designated to positions with duties involving practice of profession shall be required to possess the necessary professional license.
7. Designees cannot be granted the salaries of the positions they are being designated to. However, allowances that go with the performance of the functions such as RATA (Representation and Transportation Allowance) or EME (Extraordinary and Miscellaneous Expenses) may be granted as provided under the provisions of the General Appropriations Act (GAA) or appropriation ordinance of the respective local sanggunian; provided, the grant of the same is specifically stated in the designation order.
8. Only experience gained from designation compliant with the above-stated rules shall be credited as relevant experience for purposes of appointment.

#### RULE V PROBATIONARY PERIOD

**Sec. 14.** Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- b. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
- d. Those who are reemployed under permanent status;
- e. First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientist), unless otherwise provided under the agency Charter;

- f. Appointees to teaching positions under provisional status shall undergo a probationary period for not less than one (1) year from the date of the original provisional appointment<sup>35</sup>;
- g. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year; and
- h. Appointees whose positions require probationary period as may be provided by law.

A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

The following employees shall be exempted from undergoing probationary period:

- a. Teachers who, prior to issuance of permanent appointments, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act No. 4670;
- b. First-time appointees to closed career positions in SUCs, and scientific and research institutions if so provided under their agency Charters; and
- c. Appointees to positions exempted from the probationary period as may be provided by law.

**Sec. 15.** To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater), and the head of agency within five (5) days upon appointee's assumption to duty.

The appointee's performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
- b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.

| Employee A                      |                                       |
|---------------------------------|---------------------------------------|
| Date of appointment:            | July 7, 2016                          |
| Assumption to duty:             | July 14, 2016                         |
| Probationary period:            | 6 months                              |
| Duration:                       | July 14, 2016 – January 13, 2017      |
| Setting of performance targets: | July 14, 2016 – July 18, 2016         |
| Performance periods:            | July 14, 2016 – October 13, 2016      |
| 1st to 3rd month:               | September 24, 2016 – October 4, 2016  |
| Evaluation period:              | October 14, 2016 – January 13, 2017   |
| 4th to 6th months:              | December 20, 2016 – December 29, 2016 |
| Evaluation period:              |                                       |
| Employee B                      |                                       |
| Date of appointment:            | August 22, 2016                       |
| Assumption to duty:             | August 23, 2016                       |
| Probationary period:            | 12 months                             |
| Duration:                       | August 23, 2016 – August 22, 2017     |
| Setting of performance targets: | August 23, 2016 – August 27, 2016     |
| Performance periods:            | August 23, 2016 – February 22, 2017   |
| 1st to 6th month:               | February 2, 2017 – February 12, 2017  |
| Evaluation period:              | February 23, 2016 – August 22, 2017   |
| 7th to 12th month:              | July 28, 2017 – August 7, 2017        |
| Evaluation period:              |                                       |

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (Knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work;
- e. The performance evaluation report shall be reviewed and certified by the agency Performance Management Team (PMT) or any duly constituted review committee; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointees.

**Sec. 16.** The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period as required by the position.

Unsatisfactory conduct or behavior refers to the failure of the appointee to observe properly in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.

On the other hand, want of capacity shall refer to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.

The appointee shall be issued a notice of termination of service by the appointing officer/authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the reasons for the termination of service<sup>36</sup> and shall be supported by at least two of the following:

1. Performance Evaluation Report;
2. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or
3. Other valid documents that may support the notice of termination of service.

The notice of termination of service shall be executory after fifteen (15) days from receipt of the employee concerned. The same may be appealed to the CSCRO concerned, within fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSCFO concerned for recording in the Service Card.

If no notice of termination of office is given by the appointing officer/authority to the employee before the expiration of the six-month or depending on the duration of the probationary period, the probationer becomes a regular employee of the agency concerned.

<sup>36</sup> Land Bank of the Philippines vs. Paden, G.R. No. 157697, July 7, 2009