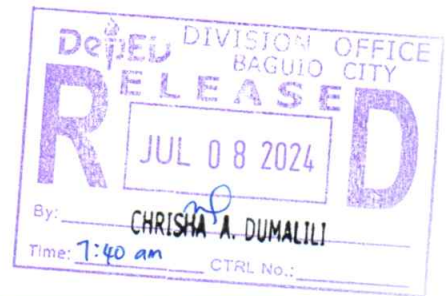




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



July 5, 2024


DIVISION MEMORANDUM

No. **372-2024**

**REVIEW OF PERFORMANCE AND CHARACTER EVALUATION FOR THE
SEF-PAID PERSONNEL FOR JANUARY TO JUNE 2024**

To: Public School Heads
School Administrative Officers
SEF-Paid Non-Teaching Staff
All Others Concerned

1. Relative to the renewal of casual appointments of SEF-paid employees for July to December 2024, and in accordance with the requirements of the City Human Resource Management Office, all school heads with SEF-paid personnel are directed to submit their evaluations of these employees for the period of January to June 2024.
2. Enclosed is the evaluation tool to be used. Please submit the completed form by July 8, 2024, to the Personnel Unit, c/o Ms. Honeylette C. Engnggeg.
3. For information and strict compliance.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
7/5 Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/AS/nde



**CITY GOVERNMENT OF
BAGUIO CITY**

Document Code: _____

Rev.: _____

Effectivity date: _____

CASUAL REVIEW OF PERFORMANCE & CHARACTER EVALUATION

Employee Name: _____ Position Title : _____
Office : _____ Date of Appointment : _____
Assumption to Duty : _____ Evaluation Period : _____
Name of Supervisor: _____ Position Title : _____
Review Period: _____ to _____

Note: This form shall be accomplished within **10 days after** the end of the 1st to 3rd month and 4th to 6th month (for 6 months evaluation period).


Key Elements:

1. **Performance** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in the IPCR
 - 5 Outstanding
 - 4 Very Satisfactory
 - 3 Satisfactory
 - 2 Unsatisfactory
 - 1 Poor

2. **Human Relations** – integrates concern for people at work, office clientele and supervisor-subordinate relationship into work situations
 - 5 Very effective in dealing with the public; has cordial relationship with supervisors, peers and subordinates; gives whole-hearted cooperation
 - 4 Can be relied upon to deal with the public and is generally courteous and accommodating; coordinates willingly
 - 3 Has the ability to deal with the public and peers, although needs some advice at times; gives average cooperation
 - 2 Has difficulty in dealing with the public; occasionally discourteous except when attending to influential persons;
 - 1 Has considerable difficulty in dealing with the public; often discourteous and irritable; very uncooperative

3. **Reliability** – dependability and trustworthiness
 - 5 Extremely dependable and trustworthy; accepts all assignments; always performs as expected
 - 4 Completes work with little supervision; will complete occasional special projects
 - 3 Can be relied on to complete all aspects of the job
 - 2 Occasionally impolite to co-workers or others
 - 1 Not reliable; often fails to deliver a complete job

4. **Courtesy** – polite, kind and thoughtful behavior toward the public/clientele in manners of speech and actions
 - 5 Always goes all the way to make people comfortable and satisfied even under pressure and occupied with work
 - 4 Usually goes out of the way even when occupied with work in giving assistance to the public
 - 3 Normally goes out of the way to assist the public
 - 2 Occasionally assists the public; at times discourteous; shows lack of patience in dealing with the public
 - 1 Most of the time discourteous, regularly complained about due to inconsiderate attitude

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CASUAL REVIEW OF PERFORMANCE & CHARACTER EVALUATION			

5. Punctuality and Attendance - the extent to which the employee adheres to the laws, rules and regulations governing observance of office hours

- 5 Almost never late or absent; always volunteers/accepts overtime work, if offered
- 4 Rarely late or absent
- 3 Satisfactory attendance record
- 2 Absences or tardiness below standards
- 1 Frequent unexcused tardiness or absence from work; very poor attendance record

TOTAL POINTS: _____ **Signature of Supervisor:** _____

<u>RATING</u>	<u>TOTAL POINTS</u>
Significantly Above Expectations	= 25
Above Expectations	= 20 - 24
Meets Expectations	= 15 - 19
Below Expectations	= 10 - 14
Substantially Below Expectations	= 9 or less

Final Rating: _____

Supervisor's Comments: *Narrative to support overall review and/or as documentation for ratings of 1 or 5*

Check the following items for completion:

- Goals and Objectives of the Office have been discussed with employee? Yes No
- Job Duties and Performance Expectations have been discussed with employee? Yes No
- Appropriate corrective action has been discussed with employee? Yes No N/A

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

(1) _____
Employee's Signature Date

(2) _____
Supervisor's Signature Date

Reviewed and Certified by:

(3) _____
OPMT Representative Date

Approved by:

(4) _____
Department Head Date