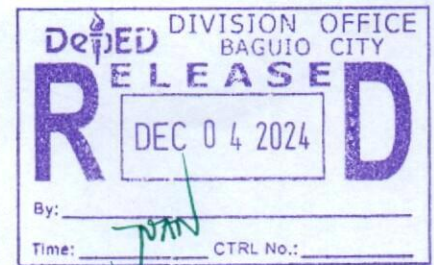




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY




December 2, 2024

DIVISION MEMORANDUM
No. **700-2024**

**RENEWAL OF SERVICE FOR CASUAL EMPLOYEES PAID UNDER
SPECIAL EDUCATION FUND (SEF)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public School Heads
School Administrative Officers
All Others Concerned

1. Relative to the renewal of service for casual employees paid under the Special Education Fund (SEF), whose plantilla appointments will expire on December 31, 2024, this office requests the assistance of school heads and/or immediate supervisors in evaluating their performance and character during the last contract period. ✓
2. Attached to this memorandum is a template for the performance and character evaluation to facilitate the processing of the renewal of services.
3. Please ensure that the aforementioned evaluation is submitted on or before December 9, 2024. For any inquiries, you may contact Ms. Aisa Torres, HRMA, at (074) 442-7819.
4. For your information and guidance.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent ✓

OSDS/AS/nde



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PERFORMANCE & CHARACTER EVALUATION

Employee Name: _____ Position Title: _____

Office/ School: _____

Name of School Head/ Immediate Supervisor: _____

Review Period: JULY 2024 to DECEMBER 2024

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 wholehearted 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 actuations

- 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

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: _____ DESCRIPTIVE RATING: _____

