

ISABELA STATE UNIVERSITY  
Cabagan, Isabela

**PERFORMANCE EVALUATION FORM**  
For the rating period July to November, 2013

Employee:  
Position:

Office/Division:

Part I PERFORMANCE

Weight	Work/Activity	Unit of Measure/ Indicators	TARGETS AND ACCOMPLISHMENTS						RATINGS												
			Quantity		Quality		Time		SUPERVISOR					EMPLOYEE							
			Target	Accomp	Target	Accomp.	Target	Accomp	QN	QL	T	APS	EPS	QN	QL	T	APS	EPS			
			Total Equivalent Rating Multiply by Percentage Weight Allocation (70%)  Weighted Average Score (WAS)																		
WE DISCUSS AND AGREE ON THE ABOVE TARGETS									Legend QN - Quantity QL - Quality T - Timeliness APS – Average Point Score EPS – Equivalent Point Score					PERC Action							
Rater			Date			Ratee			Date												

**PART II CRITICAL FACTORS**

CRITICAL FACTORS		RATING		SUMMARY OF RATING					
		Supervisor	Employee	Weighted Average A Score			Overall Points Score	Weight	Over all weighted Score
					Part I	Part II			
HUMANCOURTESY	Polite kind and thoughtful behaviors towards the public clientele in manners of speech and actions			Rater					
HUMAN RELATIONS	Integrate concern for people at work, office clientele and supervisor -subordinate relationship into work station			Supervisor Rater					
PUNCTUALITY AND ATTENDANCE	Observed behavior of coming to office on time or to be present at work to complete assigned responsibility			Self Rater					
INITIATIVE	Starts action projects performs assigned task without being told and under supervision			Subordinate Rater(s)					
LEADESHIP (For Supervisors only)	The manner of guiding influencing, motivation and developing confidence of subordinate work as team and accomplish task leading the organizational unit to achieve its goal and objective enthusiastically.			Peer Rater(s)					
JUDGEMENT DESCISION MAKING (For supervisor only)	Ability to develop alternative solutions to problems to evaluate fact courses of action and reach sound decision readiness to take actions or commit our self			Client Rater(s)					
STRESS TOLERANCE	Stability of perform under pressure or opposition			Total Over all score					
OTHERS (Specify)				Add: Rating on intervening Task (if any)					
Total Pint Score Divide by # of entries Average Point Score Multiply by Part II Weight (30%) Weighted Average Scores				FINAL NUMERICAL PERFORMANCE RATING EQUIVALENT ADJECTIVAL Rating					
COMMENTS AND RECOMMENDATION				WE DISCUSSED AND AGREED ON THE ABOVE RATING  <b>JANE G. CABAUTAN, Ph. D.</b> Rater <span style="float: right;">Date</span>  Ratee <span style="float: right;">Date</span>  <b>RICHARD C. RAMIREZ, Ph. D.</b> <span style="float: right;">Date:</span> Confirmed by the next Higher Supervisor  Action:					

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**Cabagan, Isabela**

**PERFORMANCE TARGETS**

**For the rating period:**

Employee:  
Position:

Office/Division:

Weight	Work/Activity	Unit of Measure/ Indicators	TARGETS AND ACCOMPLISHMENTS		
			Quantity	Quality	Time
			Target	Target	Target
25%	Prepares , gathers and distributes evaluation of performance evaluation forms (peers, clients, subordinates etc.)	PES Evaluation Forms	As the need arises	90% w/ 2 or more minor error	To finish in 2 weeks before the schedule
25 %	Computes, collates and consolidates the evaluation of employees (PES and PMS OPES)	Pertinent documents	As the need arises	90% w/ 2 or more errors	To finish prep. within 1 week before the deadline
10%	Prepares Staff Development Committee endorsements, evaluation forms for study leave and attendance to trainings	Pertinent documents	SDC evaluation forms and endorsements	90% accuracy in preparation	To submit 1 week before the set deadline
20%	Monitors all scholars and updates scholarship profile	No. of monitoring forms/profile	Monitoring forms /memo updated scholarship profile	90% w/ 2 or more minor errors	To finish in 1 month upon request
10%	Prepares Training proposal and schedules echo seminar for non teaching employees	No. of Training Proposal/ schedule of echo seminar	1 training proposal/ program for echo seminar	90% w/ 2 or more minor errors	To finished before the set deadline

10%	Prepares and facilitates letters, communications, queries, and other required reports for submission to other offices.	Official documents and reports	As requested	90% w/ 2 or more minor errors	Finished in 3 days before the deadline
100%					

WE DISCUSSED AND AGREED ON THE ABOVE TARGETS

Rater	Date	Ratee	Date
In accomplishing this form (Performance Target) please use your Performance Standard as your basis or guide			