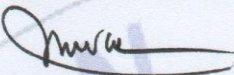


**UNNUMBERED MEMORANDUM**

**TO :** District Supervisor  
Elementary and Secondary School Principals, Head Teachers,  
Teacher-In-Charge, Officer-In-Charge  
Job Orders funded by the City Government

**FROM :**   
**MERTHEL M. EVARDOME**  
Acting Assistant Schools Division Superintendent  
Officer-In-Charge, Office of the SDS

**SUBJECT :** **SUBMISSION OF PERFORMANCE EVALUATION OF ALL JOB ORDERS**

**DATE :** March 17, 2015

Attached is the Memorandum from the Office of the City Human Resource and Management of Antipolo, which is self-explanatory.

All Schools with Job Order Personnel from the City Government are requested to accomplish the attached Agency Performance Evaluation Form and submit it **on or before Thursday, March 19, 2015** in duplicate Attention: **Mrs. Nowena C. Ganit, Clerk- Planning Unit.**

Please observe the due date. Late submission will not be entertained and will not be included in the submission to the City Government.

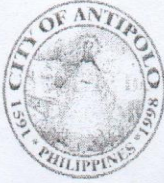
For strict and immediate compliance.

UM-124, s. 2015

@fbv-abj.2015

DEPARTMENT OF EDUCATION  
Region IV-A CALABARZON  
Division of Antipolo City  
Antipolo City  
Antipolo City  
Antipolo City





REPUBLIC OF THE PHILIPPINES  
CITY OF ANTIPOLO  
PROVINCE OF RIZAL



DEPARTMENT OF EDUCATION  
DIVISION OF ANTIPOLO CITY

*City Human Resource Management Office*

Tel. No. 689-4545

RECEIVED  
MAR 17 2015

By: \_\_\_\_\_ Time: \_\_\_\_\_

MEMORANDUM 2015-0022

TO : ALL DEPARTMENT/PROGRAM HEADS,  
AND OFFICERS-IN-CHARGE

SUBJECT : SUBMISSION OF PERFORMANCE EVALUATION OF ALL JOB ORDERS

DATE : MARCH 17, 2015

The undersigned would like to request for the performance review and evaluation of all Job Orders under your department/office using the Agency Performance Evaluation Form. Please submit the said document at the City Human Resource Management Office on or before March 20, 2015.

This schedule is in line with the upcoming election ban on hiring starting the 26<sup>th</sup> of March.

For strict compliance.

DULCE AMOR L. BARCENA

City Human Resource Management Officer

Noted:

ATTY. HENRY R. ROSANTINA

Executive Assistant V

City Administrator's Office for Personnel Matters

DALB/hst



**PERFORMANCE EVALUATION FOR CASUAL AND JOB ORDER EMPLOYEES**

Name \_\_\_\_\_  
Position \_\_\_\_\_

Employee ID Number \_\_\_\_\_

Dept./Office \_\_\_\_\_  
Review Period \_\_\_\_\_

**Performance Review**

- \* Use the employee's current job description to rate the level of performance.
- \* Review with employee each performance factor used to evaluate his/her work performance.

NOTE: There should be supporting comments to justify ratings of Outstanding, Below Expectation and Unsatisfactory.

Area	Performance Review Factor	Description	Rating					COMMENTS
			Outstanding	Exceeds Expectation	Meets Expectation	Below Expectation	Unsatisfactory	
I.	Work Quality	Performs work accurately, completely and precisely meets deadline/s.						
II.	Job Knowledge	Understands the essential aspects of the position. Demonstrates knowledge, skills, and abilities necessary to perform work satisfactorily.						
III.	Productivity	Employee performs work with efficiency, consistency and timeliness.						
IV.	Reliability	Employee exhibits dependability and conscientiousness in performing work and in willingness to accept responsibilities.						
V.	Safety	Employee adheres to the rules and regulations to ensure safety standards are met, ability to care for the city's property and keep workplace safe and tidy.						
VI.	Communication	The employee demonstrate the appropriate level of written, verbal communication skills necessary to satisfactorily perform the job.						
VII.	Work Relationship	Employee possesses the ability to maintain effective and productive working relationships with fellow employees, supervisors and public.						
VIII.	Attendance	Attends work each day unless on approved leave.						
IX.	Punctuality	Arrives on time at the start of the workday. Does not abuse breaks or lunch periods by leaving early/or returning late.						
X.	Personal Appearance	Neatness and personal hygiene appropriate to position.						

By signing this form, the employee acknowledges that this evaluation was discussed and a copy has been received by the employee.

Employee's Signature Over Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature Over Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head \_\_\_\_\_

Date: \_\_\_\_\_

**Performance Rating Definition**

The following ratings must be used to ensure commonality of languages and consistency on overall rating. Please utilize equivalent numerical rating as stated.

- (5) **Outstanding**- Performance is consistent superior.
- (4) **Exceeds Expectation**- Performance is positively above the job requirements.
- (3) **Meets Expectation**- Performance is regular competent and dependable.
- (2) **Below Expectation**- Fails to meet job requirements on frequent basis.
- (1) **Unsatisfactory**- Performance is consistently unacceptable.