



HUMAN RESOURCE DEVELOPMENT OFFICE
Central Philippine University

HRD Form 45 Rev0

EVALUATION AND RANKING INSTRUMENT FOR THE RANK & FILE STAFF

Employee's Printed Name	Office/Unit
Evaluator's Printed Name	TOTAL POINTS: _____

CATEGORIES.....POINTS

A. PERFORMANCE (Max.: 80 points) _____

1. Performance of Assigned Tasks (Max.: 40 points) _____

a. Timeliness (Max.: 10 points)..... _____

- All of the time 10
- Most of the time 7
- Some of the time..... 5

b. Quality of Work (Max.: 15 points) _____

- No mistake or deficiency, clear, well covered 15
- Few minor errors, well organized 10
- Often with minor errors but result acceptable 6
- Most often with major errors, needs revision 4
- Most often work is unacceptable 1

c. Quantity/Volume of work (Max.: 15 points) _____

- Very Heavy 15
- Heavy 10
- Moderate 5
- Light 3

2. Behavioral Dimension (Max.: 20 points) _____

a. Punctuality/Attendance (Max.: 7 points) _____

1) Punctuality (Max.: 3.5 points) _____

- Reporting to work on time during the last school year*
- not more than 5 times late (> 30 minutes)..... 3.5
 - 6 to 8 times late 2
 - 9 to 10 times late 1.5
 - 12 to 15 times late 1

2) Attendance (Max.: 3.5 points) _____

- Number of times absent last school year without notice shall be the basis. A half-day absence is counted as one absence.*
- Not more than 5 times absent 3.5
 - 6 to 8 times absent 2
 - 9 to 11 times absent 1.5
 - 12 to 15 times absent 1

- b. Human Relations/Courtesy (Max.: 5 points) _____
*In a scale of 1 to 5, with **5** meaning "all the time" (average of scores for
and **1** meaning "very rarely," rate the following: items 1 to 3)*
- 1) Shows concern or gets along well with people _____
 - 2) Shows simple act of kindness _____
 - 3) Is polite towards superiors, co-workers,
and clientele _____
- c. Initiative (Max.: 4 points) _____
*Performs assigned tasks or starts a program or an activity
without being told and/or under minimal supervision.*
- All the time (Acts without being told/supervised) 4
 - Very Often (Acts/undertakes tasks under
minor supervision) 3
 - Often (Acts on regular supervision) 2
 - Rarely (Lacks personal drive to act/start any task) .. 1
- d. Leadership (Max.: 2 points) _____
*Manner of guiding, influencing, motivating and developing
confidence of subordinates and/or colleagues to accomplish
assigned tasks and to achieve the organization's goals and
objectives.*
- Very effective 2
 - Effective 1
 - Less effective 0.5
- e. Stress Tolerance (Max.: 2 points) _____
*Stability and consistency of performance under
pressure or opposition*
- Stable all the time. Always calm, confident and
positive. Very seldom loses control of emotions
during stressful conditions 2
 - Sometimes loses control of emotions when
under stressful conditions 1
 - Impatient and loses control of emotions when
under stressful conditions, often complains
about people and situations at work, easily
gets angry 0.5
3. Measurement of Accountability (Max.: 20 points) _____
- a. Use of Work Hours (Max.: 10 points)
- Uses work hours fully for office responsibilities ... 10
 - Sometimes uses work hours for personal
purposes 5
 - Often uses work hours for personal and other
purposes 1
- b. Property and Money (Max.: 5 points) _____
*How the employee manages/uses property and money
which are directly under his/her responsibility*
- Very Trustworthy 5
 - Trustworthy 3
 - Less Trustworthy 1

- c. Confidentiality (Max.: 5 points) _____
How the employee maintains the confidentiality of his work
 - Very Trustworthy 5
 - Trustworthy 3
 - Less Trustworthy 1

B. PROFESSIONAL GROWTH (Max.: 10 points) _____

- *The idea of giving points for professional growth is based on the assumption that as a result of additional training acquired by the employee, his/her capability (efficiency and effectiveness) to perform his/her tasks is enhanced.*
- *Trainings are classified as either formal or non-formal. Formal trainings are those with earned units, those without are classified as non-formal.*
- *Only additional trainings are considered. This means that educational qualifications and trainings that have already been used as basis for initial or previous ranking are no longer counted.*
- *Job-related trainings are given more weight than those that are not.*

IMPORTANT: *Attach supporting documents (certification, letter of invitation, citation, etc.). Undocumented listing will not get any credit.*

- 1. Formal Training (Max.: 6 points) _____
 - 23 - 30 units 6
 - 15 - 22 units 5
 - 7 - 14 units 3
 - 6 units or less 2

- 2. Job-related seminars/trainings/workshops (Max.: 4 points) _____
 - *List down job-related seminars, trainings and/or workshops attended from June 1, 1998 to May 31, 2001.*
 - *Indicate inclusive dates and type of participation, whether as participant, as facilitator or group/ discussion leader, or as speaker/resource person.*
 - *One day duration is given 1 point, a fraction of a day is given 0.5 point. Facilitator or Group/ Discussion Leader is given additional 0.5 point, and Speaker/ Resource Person is given additional 1 point per seminar/training/workshop.*

Title of Seminar/Training, Sponsor, Venue	Inclusive Dates or Duration	Type of Participation

C. EXEMPLARY ACCOMPLISHMENTS (Max.: 10 points)

1. Awards Received (Max.: 3 points)
 - List down all awards received from June 1, 1998 to May 31, 2001.
 - Each award is given 1 point.

Awards Received, Awarding Organization	Date

2. University Service (Max.: 3 points)
 - List down all University Committee and other non-compensated
 Advisorship appointments from June 1, 19__ to May 31, 20__
 - Indicate whether appointed as Chair/ Co-Chair or member.
 Chair/ Co-Chair gets 1 point and member gets 0.5 point.

University Committee/Advisorship Assignment	Inclusive Dates or Duration	Position

3. Community Services (Max.: 3 points)
 - List all community/church involvement.
 - Indicate whether involvement was an Officer or as a Member.
 Officer gets 1 point and Member gets 0.5 point.

University Committee/Advisorship Assignment	Inclusive Dates or Duration	Position

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4. Others (Max.: 3 points) _____
- List down other accomplishments or civic/church involvement that you think you should get credit for.
 - Any listing evaluated by the JESA committee to be worthy of credit will get a minimum of 0.5 point and a maximum of 1 point.

Involvement/Achievement/Trainings, Etc. (Provide details such as sponsoring organization, venue, etc.)	Inclusive Dates or Duration	Position

Certified correct to the best of my knowledge and information available to me:

Signature of Employee / Date

Signature of Evaluator / Date