



MEMORANDUM

Order No. 026
Series of 2023

FOR : **ALL SERVICES, DIVISIONS, SECTIONS AND UNITS**
This Office

SUBJECT : **PERFORMANCE EVALUATION FORM (PEF)**

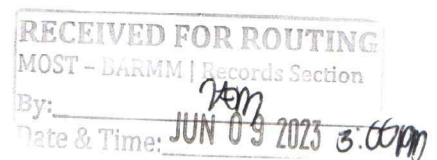
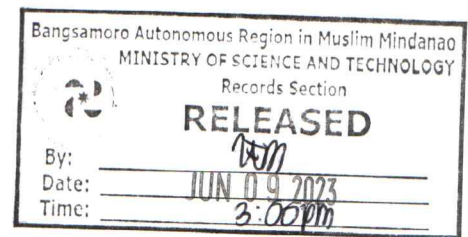
DATE : **06 June 2023/Dhu'l-Qi'dah 17, 1444 AH**

In view of this, all services, divisions, sections and units are hereby directed to accomplish the herein attached Performance Evaluation Form for evaluation of their respective personnel under Contract of Service. The results of the evaluation will serve as one of the basis for the renewal of CoSP.

Submission of the PEF must be made in hardcopy and softcopy on or before **15 June 2023** to the Human Resource Management Section.

For strict compliance.

ENGR. ABDULRAKMAN K. ASIM PME
Officer-in-Charge





PERFORMANCE EVALUATION FORM

COS Personnel: _____ **Date:** _____
Position: _____ **Office/Division:** _____
Main Function/s: _____

Instructions

This evaluation form lists the criteria and competencies against which you must rank the Contract of Service Personnel (CoSP). The criteria listed in this evaluation should accurately reflect the CoSP's overall performance as it relates to the duties/expectations set forth in his or her job description.

Please rate the CoSP in each section of this form by checking the box that best fits the rating for each evaluation criterion. The table below is provided for your reference. Kindly add comments, thoughts, and observations relevant and essential to the evaluation process.

OUTSTANDING – Performance exceeds job requirements; consistently meets goals and objectives under the assigned unit; accomplishments occasionally made in areas outside normal job role.
VERY SATISFACTORY - Performance exceeds expectations. All goals, objectives and target were achieved above the established standards.
SATISFACTORY – Performs job duties within expectation and according to job description under normal supervision and direction.
POOR - Performance failed to meet expectations and/or one or more of the critical goals were not met on time and within proper protocol. Improvement is immediately required to maintain engagement as COSP.
VERY POOR – Performance consistently fails to meet job duties and expectations; performs at a level demonstrably below MOST requirements.

Evaluation Criterion		1	2	3	4	5
<i>1 – Very Poor ; 2 – Poor; 3 – Satisfactory ; 4 – Very Satisfactory ; 5 - Outstanding</i>						
Conformance to office policies, rules, and regulations	1	Policies, rules, and regulations are followed as prescribed.				
	2	Dresses appropriately for work and follows the dress code				
	3	Reports to work on time regularly				
	4	Gives proper notice to supervisor/ oversight in case of justified tardiness or absence/s.				
Abilities, Knowledge, and Skills	5	Exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so. 1- Require intensive mentoring 2- Require continue orientation 3- Minimum Supervision				

		4- Initiative for improvement 5- Implemented the task correctly					
	6	Efficiently handles a variety of task whether or not performed under pressure.					
Quality of work	7	Completes work with the expected degree of quality (accurate, neat and adheres to standards), attentive to details, and actively seeks out and corrects quality-control issues. 1- No output 2- More than 3 minor revision 3- 2 Minor revision 4- 1 minor revision 5- No revision					
Attitudes	8	Displays a positive and cooperative attitude about the job role/ assigned work, and the office/ division (i.e. works well with supervisor, colleagues, and clients.					
	9	Builds and maintains healthy working relationships with co-workers.					
	10	Open minded and accepts constructive feedback from supervisor, co-workers, and clients and strives to improve performance in areas with identified gaps.					
	11	Treats supervisor, co-workers, and clients with respect.					
Cooperation and Flexibility	12	Willingly accepts work assignments, including sudden changes thereto.					
Reliability and integrity	13	Work is thorough and ensures the completion of task/s assigned according to set instructions, directives, and procedures.					
	14	Holds self-accountable for responsibilities and performs assigned duties with minimal to no supervision.					
	15	Utilizes office budget, equipment, and other resources appropriately and efficiently (e.g. hand tools, power equipment.					
	16	Uses work hours productively and accordingly.					
Proactiveness	17	Takes charge and acts on a task or situation, as may be proper, without waiting to be assigned therein.					
	18	Voluntarily extends assistance to co-workers.					
Responsiveness	19	Acts promptly with inputs or outputs relevant to the task assigned.					
Initiative	20	Performance assigned duties with little or no supervision.					

Total rating scale

- 0 – 20 → Very Poor
21 – 40 → Poor
41 – 60 → Satisfactory
61 – 80 → Very Satisfactory
81 – 100 → Outstanding

Overall Assessment	
Use this space to specify the employee's overall job performance. The overall rating should reflect and take into account job criteria as enumerated above.	
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Poor	2
Very Poor	1
Comments and Recommendations:	

Evaluated by: _____
(Name of Section Head/ Division Chief, Section/ Division)

Recommended for renewal: Yes No

(Name of Division Chief/ Office Head, Division/ Office)