



**MEMORANDUM**  
**ORDER NO. 074**  
**Series of 2024**

KS

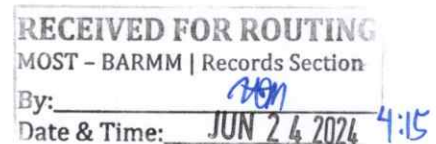
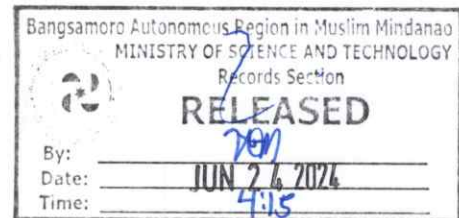
**FOR** : **ALL SERVICES, DIVISIONS, SECTIONS AND UNITS**  
*This Office*

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

**DATE** : June 21, 2024 | *Dhul-Hijjah 15, 1445*

1. To ensure an efficient way of providing a stepping stone for the employee and supervisor in identifying and discuss areas where performance can be improved, All services, divisions, sections and units are hereby directed to accomplish the herein attached Performance Evaluation Form (PEF).
2. The said form will serve as evaluation and renewal of their respective employees under Contract of Service Personnel (CoSP). Submission of the PEF must be in the form of hardcopy and soft copy and to be submitted on or before **June 27, 2024 at 5:00 pm** to the Human Resource Management Section (HRMS).
3. Soft copies of the PEF shall be sent thru this email [hrrmostbarmm@gmail.com](mailto:hrrmostbarmm@gmail.com).
4. Attached is the copy of the Performance Evaluation Form for your reference.
5. For information and strict compliance.

  
**ENGR. AIDA M. SILONGAN, MAPDS**  
Minister





Annex A

## PERFORMANCE EVALUATION FORM (PEF)

**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.

<b>OUTSTANDING</b> – Performance exceeds job requirements; consistently meets goals and objectives under the assigned unit; accomplishments occasionally made in areas outside normal job role.
<b>VERY SATISFACTORY</b> - Performance exceeds expectations. All goals, objectives and target were achieved above the established standards.
<b>SATISFACTORY</b> – Performs job duties within expectation and according to job description under normal supervision and direction.
<b>POOR</b> - 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.
<b>VERY POOR</b> – Performance consistently fails to meet job duties and expectations; performs at a level demonstrably below MOST requirements.

### PART I :

Evaluation Criterion		1	2	3	4	5
<i>1 – Very Poor ; 2 – Poor; 3 – Satisfactory ; 4 – Very Satisfactory ; 5 - Outstanding</i>						
<b>CONFORMANCE TO OFFICE POLICIES, RULES,</b>	1	Acts in accordance with RA 6713 (RULES IMPLEMENTING THE CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES)				
	2	Dresses appropriately for work and follows the dress code.				





Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF SCIENCE AND TECHNOLOGY**  
Bangsamoro Government Center, Cotabato City



<b>AND REGULATIONS</b>	3	Reports to work on time and compliant with attendance monitoring guidelines/policy.					
	4	Gives proper notice to supervisor/ oversight in case of justified tardiness or absence/s.					
<b>ABILITIES, KNOWLEDGE, AND SKILLS</b>	5	Exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so. 1- Requires intensive mentoring 2- Requires 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.					
<b>QUALITY OF WORK</b>	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					
<b>ATTITUDES</b>	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.					
<b>HONESTY AND TRANSPARENCY</b>		Exhibit an open and honest culture in the workplace.					
<b>COOPERATION AND FLEXIBILITY</b>	12	Willingly accepts work assignments, including sudden changes thereto.					
<b>EFFICIENCY</b>	13	Able to comply with the assigned task with minimum resources needed.					





Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF SCIENCE AND TECHNOLOGY**  
Bangsamoro Government Center, Cotabato City



<b>RELIABILITY AND INTEGRITY</b>	14	Work is thorough and ensures the completion of task/s assigned according to set instructions, directives, and procedures.					
	15	Holds self-accountable for responsibilities and performs assigned duties with minimal to no supervision.					
	16	Utilizes office budget, equipment, and other resources appropriately and efficiently (e.g. hand tools, power equipment).					
	17	Uses work hours productively and accordingly.					
<b>PRO ACTIVENSNESS</b>	18	Takes charge and acts on a task or situation, as may be proper, without waiting to be assigned therein.					
	19	Voluntarily extends assistance to co-workers.					
<b>RESPONSIVENESS</b>	20	Acts promptly with inputs or outputs relevant to the task assigned.					
<b>TIMELINESS</b>	21	Performed assigned duties with little or no supervision within the allotted time frame.					
Total No. of Outstanding (O)							
Total No. of Very Satisfactory (S)							
Total No. of Satisfactory (S)							
Total No of Poor (P)							
Total No. of Very Poor (VP)							
<b>Over-All Numerical Rating</b>							
<b>Adjectival Rating</b>							

**Adjectival Scale**

- 0 – 50 ▲ Very Poor  
51 – 75 ▲ Poor  
76 – 89 ▲ Satisfactory  
90 – 95 ▲ Very Satisfactory  
96 – 100 ▲ Outstanding

**PART II:**

**OVERALL ASSESSMENT**

Use this space to specify by encircling the number that corresponds to the employee's overall job performance. The overall rating should reflect and take into account job criteria as enumerated below.





Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF SCIENCE AND TECHNOLOGY**  
Bangsamoro Government Center, Cotabato City



ADJECTIVAL RATING	NUMERICAL RATING
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Poor	2
Very Poor	1
<b>Comments and Recommendations:</b>	

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

Recommended for renewal: Yes  No

\_\_\_\_\_  
(Name of Division Chief/ Office Head, Division/ Office)  
(Signature over Printed Name)

