PERFORMANCE EVALUATION SYSTEM (PES)
FOR THE FACULTY AND STAFF

OBJECTIVES:

In compliance with the CSC MC No. 12, Series of 1995, the J.H. CERILLES STATE COLLEGE of Mati, San Miguel, Zamboanga del Sur established its guidelines in implementing the Performance Evaluation System (PES) that aims to:

a. Measure the performance of every employee;

b. Identify the employees’ strengths and weaknesses;

c. Establish sound bases for incentives, rewards, promotion, demotion and development, and other personnel action and administrative sanction.

RATING PERIOD:

There shall be two (2) rating periods in a year. The first period starts from May 1 to October 31 and the second one covers from November 1 to April 30. Evaluation rating forms shall be submitted to the Evaluation Committee (HRM Office or Personnel Division) by the rater a day after each rating period. For the first rating period, it would be submitted on November 1, and for the second one, May 1, duly signed by the concerned ratee or rater. The Human Resource and Management Office shall consolidate and analyze all the submitted above cited forms.

RATEE/RATER:

The ratee refers to the employee rated by the co-employee and the immediate head while the rater is the one who rates the ratee. Both the rater and the ratee could be either one of the three (3) persons, namely: the immediate supervisor, the peer and the employee himself having a percentage weight contribution of 70%, 15%, and 15% respectively.

For the instructor/teacher, for instance, he/she will be rated by the Department Head (that comprises the 70% percentage weight), the peer (15% percentage weight). The remaining 15% percentage weight will be for the instructor/teacher himself. The same is true in rating for the staff.

RATING SCALE

<table>
<thead>
<tr>
<th>Numerical Rating</th>
<th>Mean Range</th>
<th>Adjectival Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>10- (9-10)</td>
<td>(8.19-10.00)</td>
<td>Outstanding (0)</td>
</tr>
<tr>
<td>8- (7-8)</td>
<td>(6.20-8.18)</td>
<td>Very satisfactory (VS)</td>
</tr>
<tr>
<td>6- (5-6)</td>
<td>(4.21-6.19)</td>
<td>Satisfactory (S)</td>
</tr>
<tr>
<td>4- (3-4)</td>
<td>(2.21-4.20)</td>
<td>Fair (F)</td>
</tr>
<tr>
<td>2- (0-2)</td>
<td>(0.00-2.20)</td>
<td>Poor/Need Improvement (NI)</td>
</tr>
</tbody>
</table>
RATING SANCTION:

1. Pursuant to joint DBM – CSC MC No. 1 Series of 1992, two (2) consecutive Outstanding (O) ratings shall entitle the employee to two steps increment, while two (2) consecutive Very Satisfactory (VS) ratings entitles the employee to (1) step increment.

2. An employee who has acquired three (3) years of continuous Satisfactory (S) ratings in all the rating periods therein is entitled to one (1) step increment based on the longevity pursuant to DBM-CSC MC No. 1 Series of 1990.

3. Unsatisfactory ratings (such as Fair (F) and Needs Improvement (NI), in the case for JHCSC) for two (2) consecutive rating periods shall be grounds for disciplinary action and/or dismissal from the service pursuant to CSC rules and regulation on Performance Evaluation.

MECHANICS OF RATING

a. The rate and the rater shall read comprehensively the General Guidelines on Performance Evaluation System (PES) and all the criteria therein.

b. The rater/ratee shall supply all the necessary information in the PES forms. Supporting documents, if necessary, should be attached.

c. Indicate points at the left blanks provided in each criterion that corresponds to the varied dimensions given, and indicate the same in the column 2 of the Performance Evaluation (found in pp.7).

d. Weighted points (in Column 5, p.7) – means the total points in each criterion divided by 10.

e. Rating (in Column 6, p.7) – means weighted points times Percentage weight of each criterion.

f. Get the sum of the figures in column 5 of the Performance Evaluation Summary Form (p.7) This serves then as the numerical rating and indicate the corresponding rating.

g. The rate and the rater will sign over printed name.

h. Submit the accomplished evaluation form to the evaluation committee duly signed by Human Resource and Management Officer, for recommendation and approval by the School President.