



**HUMAN RESOURCE DEVELOPMENT OFFICE**  
Central Philippine University

**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

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