

**University of the Philippines System
PERFORMANCE MANAGEMENT SYSTEM
OFFICE PERFORMANCE EVALUATION SYSTEM (UPS PMS-OPES)**

Rating Period: January-June CY 2010

| Name : | | | Unit/Office/Dept.: | | | | Position: | | |
|---|--|-------------|--------------------------------------|------------------------------|----------------|--|----------------|---------------|--|
| Code (A) | Part I. Duties and Responsibilities (B) | %(C) | Point/s (OPES Ref. Table) (D) | Performance Indicator (E) | Output (Qty) | | Points (Hrs) | | |
| | | | | | Planned (F) | Actual (G) | Planned (H) | Actual (I) | |
| Quantifiable Functions: _____% | | | | | | | | | |
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| TOTAL POINTS (J) | | 100% | | | | | | | |
| % ACCOMPLISHMENT (K) = (Total Actual Points (ΣI) ÷ Total Planned Points(ΣH) x 100 | | | | | | | | | |
| Non-Quantifiable Functions: _____% | | | | | | | | | |
| | | | | | | | | % | |
| PERFORMANCE CONTRACT | | | | | | | | | |
| I shall strive to deliver quality service in the performance of my task by achieving the HIGHEST possible work standard as established by the unit PERC and agreed upon with my supervisor. | | | | | | | | | |
| Employee's Name/Signature _____ | | | Supervisor's Name/Signature _____ | | | Head of Unit/Office/Signature _____ | | | |
| Date | | | Date | | | Date | | | |
| PERFORMANCE RATING (TO BE SIGNED AT THE END OF THE RATING PERIOD) | | | | | | | | | |
| Discussed with: | | | | | | | | | |
| Employee's Name/Signature _____ | | | Supervisor's Name/Signature _____ | | | Head of Unit/Office/Signature _____ | | | |
| Date | | | Date | | | Date | | | |