

Annex D – UPS PMS OPES Form for Supervisors

UPS PMS OPES Form No. 2
Revised 2010

**University of the Philippines System
PERFORMANCE EVALUATION SYSTEM FOR SUPERVISORS**

Rating Period: _____ CY _____

Name :		Position :			Unit/Office/Dept.:			
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)
Supervisory Functions (List of Staff): 50 %								
	Staff 1							
	Staff 2							
	Staff 3							
	Staff 4							
	Staff 5							
TOTAL POINTS (J)								
% ACCOMPLISHMENT (K) = Total Actual Points (∑I) ÷ Total Planned Points (∑H) x 100								
Non-Supervisory Quantifiable Functions: 20%								
	Task 1							
	Task 2							
	Task 3							
TOTAL POINTS (L)								
% ACCOMPLISHMENT (M) = Total Actual Points (∑I) ÷ Total Planned Points (∑H) x 100								
OVER ALL % ACCOMPLISHMENT(N)= [(K x % Supervisory÷70) + (M x % Non-Supervisory÷70)]								
Non-Quantifiable Functions: 30%								
	NQ Task 1							
	NQ Task 2							
	NQ Task 3							
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 as agreed upon with my supervisor.								
_____ Employee's Name/Signature _____ Date			_____ Supervisor's Name/Signature _____ Date			_____ Unit Head's Name/ Signature _____ Date		
PERFORMANCE RATING (TO BE SIGNED AT THE END OF THE RATING PERIOD)								
Discussed with _____ Employee's Name/Signature _____ Date			_____ Supervisor's Name/Signature _____ Date			_____ Unit Head's Name/Signature _____ Date		

