

UNIVERSITY OF THE PHILIPPINES
Research, Extension and Professional Staff (REPS) Performance Evaluation System (REPS PES)

Rating Period : January – June 20 ____
 July – December 20 ____

Name <small>Surname First Middle</small>	Unit/Office/Dept.	Position
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Summary Worksheet

	Performance Measures	Range	Workload	Performance Measure Rating (PMR)	Weighted Score
Part I = 80%	(R)esearch	50 – 100%			
	(E)xtension				
	(P)rofessional (S)ervices				
	(I)nstruction	0 – 25%			
	No. of Units				
	No. of Advisees				
	(AD)ministrative	0 – 49%			
				Σ 100	Total Weighted Score (TWS)
(TWS x 0.8) TOTAL Part I					

Part II = 20%	CRITICAL FACTORS (CF)	SCORE
	Total Weighted Score (TWS)	
	(TWS x 0.2) TOTAL Part II	

Part III	INTERVENING TASKS (IT), if applicable	
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TOTAL PES SCORE (I + II + III)	
Adjectival Rating	

Areas for Improvement

The above rating has been discussed with me by my immediate supervisor on _____ (mm/dd/yy). Areas for improvement have been mutually agreed upon and I fully commit myself.

Confirmed by:

Attested by:

IMMEDIATE SUPERVISOR

HEAD OF UNIT

REPS Signature

 (Printed name/Signature)

 (Printed name/Signature)

Date

Date

Date

UP REPS PES Form

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SPECIFIC LIST OF TASKS (Use additional sheets as necessary)

PERFORMANCE TARGETS				PERFORMANCE RATING	
Performance Measures <small>(encircle one only)</small>	Entry Number	Tasks/Expectation/Output	Weight	Rating	Weighted Rating
R					
E					
PS					
I					
AD					
				(PMR)	

(SPECIFIC LIST OF TASKS (Use additional sheets as necessary))

PERFORMANCE TARGETS				PERFORMANCE RATING	
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Certified True and Correct:

REPS

IMMEDIATE SUPERVISOR

HEAD OF UNIT

 (Printed name/Signature)

 (Printed name/Signature)

 (Printed name/Signature)

 Date

 Date

 Date

PART II. CRITICAL FACTORS – 20%	4	3	2	1	Self-rating (40%)
Initiative – ability to plan ahead and/or develop creative ways of dealing with work concerns	A self-starter with exceptional initiative.	Does work without waiting for directions.	Does regular work normally upon Instruction.	Lacks initiative.	
Human/Public Relations – Habits, character, conduct	Outstanding and a strong force for office morale.	Fits easily into the group.	Normally tactful and obliging.	Inclined to be quarrelsome; has difficulty in dealing with others.	
Attendance – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period)	0 absence	1-3 absences	4-6 absences	7 and above absences.	
Punctuality (Attendance) – Arrival in the office or where the employee's presence is expected as agreed by the Supervisor and REPS	0 tardiness	1-5 tardiness	6-10 tardiness	11 and above tardiness	
Punctuality (Work Output) – Submission of work and work-related output or timely delivery of services (barring unforeseen events)	100% submission on or before the deadline	90% submission on time	70% - below 90% submission on time	Below 70% submission on time	
Ethical Behavior – Conduct expected of the position	Maintains an unblemished reputation as a professional government employee	Reasonably respectable behavior, performance, conduct or achievement in the observance of norms of conduct	Normally observes ethical standards.	Unacceptable ethical behavior.	
Commitment – Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one's services	Serves as role model for employees, spontaneously renders extra services beyond one's work requirements	Renders extended services willingly upon instruction without expecting extra compensation or sacrificing personal comfort	Ensures that work is finished on time.	Can hardly be counted on to finish assigned tasks.	
Judgment – Ability to grasp the significance of a situation and make sound decisions	Exercises excellent judgment at all times	Demonstrates better judgment most of the time	Manifests acceptable judgment.	Cannot think by himself; lacks confidence; decisions are sometimes unsound.	
Weighted Score					

Confirmed by:

REPS

(Printed name/Signature)

Date

Name of REPS:

Unit/Office/Dept.

Position:

PART II. CRITICAL FACTORS – 20%	4	3	2	1	Supervisor's rating (60%)
Initiative – ability to plan ahead and/or develop creative ways of dealing with work concerns	A self-starter with exceptional initiative.	Does work without waiting for directions.	Does regular work normally upon Instruction.	Lacks initiative.	
Human/Public Relations – Habits, character, conduct	Outstanding and a strong force for office morale.	Fits easily into the group.	Normally tactful and obliging.	Inclined to be quarrelsome; has difficulty in dealing with others.	
Attendance – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period)	0 absence	1-3 absences	4-6 absences	7 and above absences.	
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Weighted Score					

Confirmed by:

IMMEDIATE SUPERVISOR

(Printed name/Signature)

Date

INSTRUCTIONS

A. Setting Performance Targets

1. Define and classify tasks/expectations/outputs according to each of the performance measures (Research, Extension, Professional Services, Instruction or Administrative). List each task/output in the corresponding Tables. Encircle the appropriate classification for each table.
2. Determine the Percentage Distribution of the Workload following the limits below:

Research, Extension and Professional Services	Any one or a combination	
Instruction	Min = 0%	Max = 25%
Administrative	Min = 0%	Max = 49%
3. The sum of total workload should equal 100%. For example, 50% Research and 50% Extension; 75% PS and 25% Instruction; 65% Extension, 35% Administrative, etc.

B. Computing Individual Performance Ratings

Part I: Workload Rating

1. Rate each task using a four-point scale (4-Outstanding, 3-Very Satisfactory, 2-Satisfactory, 1-Unsatisfactory) based on performance standards to be established by the unit.
2. Under each performance measure (REPIA), compute for the weighted rating of each task by multiplying the rating with the weight. The sum of the weights should be 100%.
3. Compute for the performance measure rating (PMR) by adding the weighted ratings of the tasks/entries. Transfer these under the PMR column in the summary table for Part I.
4. Multiply the workload percentage with the PMR to compute for the weighted score for each performance measure.
5. Do steps 1 – 4 for each performance measure that is part of the workload.
6. Add the weighted scores for each performance measure to obtain the Total Weighted Score (TWS).
7. Part I = TWS x 0.8

Part II: Critical Factors

1. The REPS and the Supervisor will accomplish separate sheets indicating their individual ratings.
2. Use a 4-point scale (4-Outstanding, 3-Very Satisfactory, 2-Satisfactory, 1-Unsatisfactory) for each critical factor.
3. Compute for the average critical factor rating by adding the scores and dividing by 8.
4. The accomplished REPS and Supervisor forms will be separately submitted to the head of the unit's APC who will assign a staff who will compute for the score for Part II.
5. The Supervisor's rating will account for 60% of the critical factors rating, while the REPS's self-rating will account for 40%.
6. Part II = (60% Supervisor's Rating + 40% Self-Rating) x 0.2

Part III: Intervening Tasks

With the presence of intervening tasks, evaluate the performance of the REPS by using the following 5-point rating (Part III):

4 - Outstanding	+ 0.5
3 - Very Satisfactory	+ 0.4
2 - Satisfactory	+ 0.3
None	0
1 - Unsatisfactory	- 0.1

A 0.5 maximum score is given for intervening tasks so that it could not be used to cover for unsatisfactory performance of regular tasks. A negative score (-0.1) is given for unsatisfactory performance of intervening tasks so these will not be taken for granted.

Each Supervisor should have a standard procedure (e.g., points system) for rating the intervening tasks:

Scoring is more generous because work is performed beyond the expected tasks. Also, it is assumed that the reason the employee is given additional tasks is that he/she is a "good" employee (at least VS rating).

Total PES Score:

1. Total PES Score = Part I + Part II + Part III (if applicable)
2. Translate the numerical value of Total PES Score to Qualitative Ratings (Adjectival Rating) using the following range scale:

3.5 – 4.0	Outstanding
3.0 – below 3.5	Very Satisfactory
2.5 – below 3.0	Satisfactory
below 2.5	Unsatisfactory

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		(PMR)			

(SPECIFIC LIST OF TASKS (Use additional sheets as necessary))

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Certified True and Correct:

REPS

IMMEDIATE SUPERVISOR

HEAD OF UNIT

(Printed name/Signature)

(Printed name/Signature)

(Printed name/Signature)

Date

Date

Date