

Republic of the Philippines
SUPREME COURT
Manila

PERFORMANCE EVALUATION FORM
For Court Decongestion Officers (CDOs)
Batch 30

Name of CDO: KAREN ABEGAIL S. MONTERON
Court Station: RTC-88, MANDALAY CITY

Name of Judge: HON. MARCO JOSEPH A. QUIRANTE
Rating Period: 1 January 2022 to 30 June 2022

Total Score: 70

READ THE INSTRUCTIONS VERY CAREFULLY BEFORE RATING THE COURT DECONGESTION OFFICER

INSTRUCTIONS

1. Rate the Court Decongestion Officer's (CDO) performance for the period only.
2. Accomplish the form in duplicate.
3. Read the statements under each factor very carefully. Select and encircle the number which most nearly describes the CDO being rated (with **4 being the highest, and 1 being the lowest**).
4. Add the points earned under all the factors to get the total score. The total score shall be indicated later on the space provided in this rating form. The rating Judge shall sign the form on the space indicated and sign the date when the rating was made.
5. Base your ratings on facts, not on mere impressions. The best way to obtain correct facts is to constantly and carefully observe the CDO's general performance during the whole rating period, not just during the last week or month.
6. Adopt a definite standard for comparison of employees in your unit doing similar and/or allied work.
7. Take sufficient time to rate the CDO. The efficiency of the CDO/s deployed to your court depends largely on your fair and objective appraisal of the work done.
8. Provide a detailed explanation for recommending either the renewal or termination of the CDO for the next succeeding contract period.

INTERPRETATION OF EFFICIENCY RATING

- 4 **OUTSTANDING:** Performance was exceptional and deserves special commendation.
- 3 **VERY SATISFACTORY:** Performance was very good but short of outstanding.
- 2 **SATISFACTORY:** Performance met the standard ordinary requirement of the duties of the position.
- 1 **UNSATISFACTORY:** Performance failed to meet the minimum performance requirements of the duties of the position.

POINT SYSTEM

72 (Perfect Score)
63 and above
62 and below

Recommended for **RENEWAL**
Recommended for **TERMINATION**

1. QUANTITY OF WORK:

Completes the assigned work within the deadline or period given. 4 3 2 1
Can handle more than one (1) assignment, when needed or required by the Judge. 4 3 2 1

2. QUALITY OF WORK:

Work is exceptionally accurate, neat and complete in all details. 4 3 2 1
Work is done with minimal errors, and seldom makes the same mistake/s twice. 4 3 2 1

3. HABITS, CHARACTER AND INTEGRITY:

Fits easily into the group and does not foster any undue animosity with the court staff. 4 3 2 1
Outstanding and a strong force for office morale. Honest and has unquestionable integrity. 4 3 2 1

4. ATTITUDE AND ADAPTABILITY:

Has exceptional and unusual keenness of perception; welcomes changes and easily anticipates new developments. 4 3 2 1
Readily adjustable to new work with brief instruction. 4 3 2 1

5. PUNCTUALITY AND ATTENDANCE:

Perfect attendance on the job.

4 3 2 1
4 3 2 1

Exceptionally punctual in observing the court's work hours, break periods, etc.

6. INDUSTRY:

Exceptionally hardworking and industrious.

4 3 2 1
4 3 2 1

Performs the assigned task/s diligently, and is generally attentive to the work at hand.

7. RELIABILITY:

Exceptionally dependable when it comes to following instructions and meeting the deadlines and schedules imposed by the Judge.

4 3 2 1
4 3 2 1

Completes the work assigned with minimum supervision.

8. INITIATIVE:

A self-starter with exceptional initiative. Alert and resourceful in making worthwhile suggestions for improvement of work.

4 3 2 1
4 3 2 1

Performs regular work normally without waiting to be told.

9. LEGAL KNOWLEDGE:

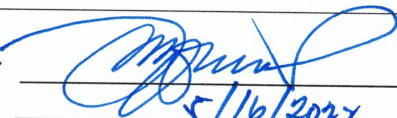
Has sufficient and reliable legal knowledge applied in the assigned task.

4 3 2 1
4 3 2 1

Has above satisfactory understanding of deliverables, and requires minimal coaching from the Judge.

JUDGE'S RECOMMENDATION AND REMARKS:

Signature of Judge:
Date:


5/16/2022

Once the Performance Evaluation Form is completed, please scan these two (2) pages and send the softcopy to this e-mail address with file name – CDO NAME AND COURT STATION (ex. CRUZ, PEDRO A., MANILA REGIONAL TRIAL COURT BR. 123) on or before 5:00 p.m. of 17 May 2022 (FRIDAY):

cdos.performancerating@gmail.com

NOTE: The performance evaluation form shall be accomplished solely by the judge – the original copy shall be kept by the rating judge and the scanned soft copy shall be forwarded to the Office of the Court Administrator (OCA). The scanned copy shall be sent to Atty. Cherry C. Coliamco of OCA via e-mail for recording and safekeeping.