

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

July 2, 1998

MEMORANDUM NO. 69
Series of 1998

T O: Office/Department Heads and Center Directors
R E: PIB Instrument for Non-Academic Personnel

The ViSCA Board of Trustees during its May 14, 1998 meeting approved the proposed Productivity Incentive Bonus (PIB) instrument for the ViSCA non-academic personnel effective immediately per BOT Res. No. 42, Series of 1998, a copy of said instrument herewith attached.

Effective the year 1998, therefore, the grant of PIB shall henceforth be prorated based on the performance of staff as evaluated using this instrument.

Please be guided accordingly.


SAMUEL S. GO
President

PERFORMANCE EVALUATION

For the Period _____

Name of Ratee: _____

Position/Designation: _____

Average Rating: _____

SUMMARY SHEET

Evaluation Criteria	Self (30%)	Direct Supervisor (50%)	Next Higher Supervisor (20%)
A. For Non-supervisor			
1. Quality of Work			
2. Quantity of Work			
3. Job knowledge			
4. Dependability			
5. Diligence			
6. Ability to Grasp and carry out instruction			
7. Punctuality & attendance			
8. Ability to communicate			
9. Potential			
10. Involvement in community relations & activities			
Average			
Signature of Raters			
B. For Supervisors			
1. Planning & organizing ability			
2. Ability to maintain discipline			
3. Ability to communicate			
4. Ability to develop subordinates			
5. Ability to make decisions			
6. Dependability			
7. Punctuality & attendance			
8. Job knowledge			
9. Diligence			
10. Involvement in community relations and activities			
Average			
Signature of Raters			

RATING SCALE FOR WORK PERFORMANCE OF NON-ACADEMIC PERSONNEL

Each factor is broken down into five (5) characteristics. Read each characteristics carefully and check the item which best describes the rates or the quality of his performance. Consider each characteristics separately guarding against the influence of general impressions. Consider the ratee's performance and evaluate based on actual observation, not on mere impressions. Consider the requirements of the job based on the job specifications. Check only ONE item.

Take plenty of time to rate your personnel. Do not be influenced by prejudice or pity. Do not overrate your friends or underrate those unfriendly to you.

For purposes of evaluating the work performance, the personnel are divided into two categories, namely, the non-supervisors and the supervisors, each having a different set of rating factors.

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For Non-Supervisors

1. Quality of Work

Is he accurate and thorough? Is his work presentable and acceptable? Can he detect errors and correct them?

- a. [] Very careless and haphazard in work performance; makes the same mistakes frequently.
- b. [] Mediocre and erratic; requires occasional criticism, work cannot be accepted without some review.
- c. [] Work usually passable; performs work in accordance with given instructions; occasionally must do job over; finds difficulty when unexpected problems crop up.
- d. [] Does very good job and rarely makes mistakes. Can be relied upon to study work thoroughly and adequately.
- e. [] Does exceptionally accurate, neat and thorough job.

2. Quantity of Work

How productive is the employee? How rapidly does he perform his tasks? How consistently does he maintain such rate of work?

- a. [] Slow worker; seldom gets a job done on time.
- b. [] Completes less than normal work load.
- c. [] Volume of work is marginal; meets minimum requirements.
- d. [] Regularly and substantially exceeds minimum requirements.
- e. [] Completes exceptionally large volume of acceptable work.

3. Job Knowledge

How much has he learned about his job? Does he know all the functions, requirements, and responsibilities of his job?

- a. [] Insufficient knowledge or almost all aspects of the job; must be closely supervised to get work done. Needs much further training.
- b. [] Insufficient knowledge of some aspects of the job; regularly needs instruction and assistance.

- c. [] In general, has sufficient knowledge of his work. Occasionally needs direction or help.
- d. [] Has adequate knowledge of all aspects of his job; very seldom needs direction.
- e. [] Has thorough knowledge of all aspects of his job. Requires no instruction or assistance.

4. Dependability

Can he be depended upon to finish assigned tasks on time and follow instructions?

- a. [] Very unreliable; loafers on the job; needs close and constant supervision.
- b. [] Sometimes unreliable; needs frequent checking.
- c. [] Generally attentive to his work; can be relied upon to perform his job under normal conditions.
- d. [] Conscientious and steady worker; rarely needs supervision.
- e. [] Exceptionally dependable at all times; completes specified work on time without supervision; performs well even under pressure or difficult circumstances.

5. Diligence

Does he work hard and concentrate on the work at hand?

- a. [] Lazy and inattentive to his work.
- b. [] Tends to take things easy; sometimes inattentive to his work.
- c. [] Normally industrious and attentive to his work.
- d. [] Works hard, persevering and diligent in the performance of his job.
- e. [] Exceptionally hardworking and diligent.

6. Ability to Grasp and Carry out Instruction

Can he grasp directions and carry out instructions easily?

- a. [] Often misunderstands directions and instructions from supervisors, tends to misinterpret orders.
- b. [] Needs detailed instruction and close supervision.
- c. [] Able to understand clear instructions; gets regular work done as directed.
- d. [] Understands instructions easily and does work thoroughly according to instructions given.
- e. [] Quick in grasping fundamental issue, able to understand general directions.

7. Punctuality and Attendance

Is he regular and punctual in his attendance? Does he take time out for trivial reasons? Does he properly observe break periods?

- a. ☐ Always absent or late for work. Shows no concern for time lost.
- b. ☐ Absents himself or often leaves his job for flimsy reasons.
- c. ☐ He is averagely regular and punctual in his attendance.
- d. ☐ Very seldom absent or late for work. Very good attendance.
- e. ☐ Perfect attendance. Exceptionally punctual.

8. Ability to communicate

Can he communicate in a clear and convincing manner, orally and in written form?

- a. ☐ Cannot communicate properly and clearly, uses vague and incoherent language. Inarticulate.
- b. ☐ Has some difficulty in communicating clearly and directly and in simple language.
- c. ☐ Average ability to communicate in a fairly clear language.
- d. ☐ Can convey his ideas clearly in simple language both orally and in written form.
- e. ☐ Has superior ability to convey his thoughts and ideas in clear, concise and effective manner orally and in writing.

9. Potential

Does he have the potential to assume higher responsibilities?

- a. Dull and does not have the capability to assume greater task.
- b. Sometimes fails to perform difficult task when assigned.
- c. Normally can perform challenging job, if assigned.
- d. Possesses skills required to assume higher responsibilities.
- e. Exceptionally possesses skills and capabilities required of a leader.

10. Involvement in ViSCA-Community Relations and Activities

- a. ☐ Never cooperates in ViSCA-mandated community relations and activities.
- b. ☐ Does not show up in ViSCA-mandated community relations and activities for flimsy reasons.

- c. ☐ Averagely involves himself in ViSCA community relations and activities.
- d. ☐ Very seldom absents himself in these activities, very cooperative.
- e. ☐ Perfect involvement. Exceptionally cooperative in ViSCA-community related activities.

Supervisors comments/recommendation:

II. For Supervisors

1. Planning and Organizing Ability

e. ☐ H Can he organize his work? Can he plan, delegate, and follow-up the work in his unit?

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a. ☐ Does not know how to plan or organize his work? Does not want to delegate. Assigns work on a day to day basis.

b. ☐ Has difficulty in planning his work. Seldom delegates and checks assigned work occasionally.

c. ☐ Plans work well but lacks snap in getting it done.

d. ☐ Thinks ahead of work force in terms of work goals categorized into job responsibilities and set against time schedules.

e. ☐ Has both long and short range work programs integrated with broad goals of the agency and defined in written statements. Workforce perform assigned tasks without hitch even in supervisor's absence.

2. Ability to Maintain Discipline

To what extent can he maintain discipline in his unit? Can he enforce College rules and regulations?

a. ☐ Too lenient in maintaining discipline. Pays little attention to violations.

b. ☐ Has some difficulty in controlling subordinate and in enforcing regulations.

c. ☐ Can maintain discipline fairly well. Can enforce in general rules and regulations.

d. ☐ Maintain good discipline. Handles infractions of rules tactfully.

e. ☐ Maintains a very high grade of discipline. Can enforce rules and regulations without arousing resentment.

3. Ability to Communicate

Can he communicate in a clear and convincing manner, orally and in written form?

a. ☐ Cannot communicate properly and clearly, uses vague and incoherent language. Inarticulate.

b. ☐ Has some difficulty in communicating clearly and directly and in simple language.

c. ☐ Average ability to communicate in a fairly clear language.

d. ☐ Can convey his ideas clearly in simple language both orally and in written form.

e. ☐ Has superior ability to convey his thoughts and ideas in clear, concise and effective manner orally and in writing.

4. Ability to Develop Subordinates

Is he interested in developing his subordinates?

- a. ☐ Subordinates not given incentive for self-development. Fails to recognize the need for training workforce.
- b. ☐ Seldom interested in developing subordinates and rarely provides opportunities for self-development.
- c. ☐ Trains his employees on the basic requirements of the job.
- d. ☐ Always trains and develops his employees in an effective and competent manner.
- e. ☐ Skillfully employs techniques to train and develop employees of highest possible caliber. Subordinates are always well-informed.

5. Ability to Make Decisions

Can he evaluate facts and situations and draw correct conclusions?

- a. ☐ Very often errs in judgment and decisions, often unable to define the problem.
- b. ☐ Makes decisions only on minor problems; slow to decide and decisions are sometimes unsound and inadequate to meet job demands.
- c. ☐ Normally able to evaluate facts and draw correct conclusions.
- d. ☐ Usually makes good decisions. Opinions generally sound. Mature judgment.
- e. ☐ Exceptionally skillful in handling difficult situations. Keen and unusual mature judgment.

6. Dependability

Can he produce results and fulfill the responsibilities of the job?

- a. ☐ Work often behind schedule. Requires close supervision. Shirks from responsibility.
- b. ☐ Not completely dependable. Tries to do what he is expected to do, but sometimes fail.
- c. ☐ Performs work with reasonable promptness under normal conditions.
- d. ☐ Consistently reliable under normal conditions. Does special as well as regular assignments promptly.
- e. ☐ Work always on schedule even under most difficult circumstances. Rises to emergencies and assumes leadership whenever necessary.

7. Punctuality and Attendance

Is he regular and punctual in his attendance? Does he take time out for trivial reasons? Does he properly observe break periods.

- a. ☐ Always absent or late for work. Shows no concern for time lost.

- b. ☐ Absents himself or often leaves his job for flimsy reasons.
- c. ☐ He is averagely regular and punctual in his attendance.
- d. ☐ Very seldom absent or late for work. Very good attendance.
- e. ☐ Perfect attendance. Exceptionally punctual.

8. Job Knowledge

How much has he learned about his job? Does he know all the functions, requirements, and responsibilities of his job?

- a. ☐ Insufficient knowledge or almost all aspects of the job; must be closely supervised to get work done. Needs much further training.
- b. ☐ Insufficient knowledge of some aspects of the job; regularly needs instruction and assistance.
- c. ☐ In general, has sufficient knowledge of his work. Occasionally needs direction or help.
- d. ☐ Has adequate knowledge of all aspects of his job; very seldom needs direction.
- e. ☐ Has thorough knowledge of all aspects of his job. Requires no instruction or assistance.

9. Diligence

Does he work hard and concentrate on the work at hand?

- a. ☐ Lazy and inattentive to his work.
- b. ☐ Tends to take things easy; sometimes inattentive to his work.
- c. ☐ Normally industrious and attentive to his work.
- d. ☐ Works hard, persevering and diligent in the performance of his job.
- e. ☐ Exceptionally hardworking and diligent.

10. Involvement in ViSCA-Community Relations and Activities

- a. ☐ Never cooperate in ViSCA-mandated community relations and activities.
- b. ☐ Do not show up in ViSCA-mandated community relations and activities for flimsy reasons.
- c. ☐ Averagely involves himself in ViSCA community relations and activities.
- d. ☐ Very seldom absents himself in this activities, very cooperative.
- e. ☐ Perfect involvement. Exceptionally cooperative in ViSCA-community related activities.

Supervisors comments/recommendation:

PERFORMANCE RATING POINT SCORE KEY

For Supervisor

For Non-Supervisor

1. PLANNING AND ORGANIZING ABILITY

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

2. ABILITY TO MAINTAIN DISCIPLINE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

3. ABILITY TO COMMUNICATE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

4. ABILITY TO DEVELOP SUBORDINATES

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

5. ABILITY TO MAKE DECISIONS

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

6. DEPENDABILITY

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

7. PUNCTUALITY & ATTENDANCE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

1. QUALITY OF WORK

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

2. QUANTITY OF WORK

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

3. JOB KNOWLEDGE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

4. DEPENDABILITY

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

5. DILIGENCE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

6. ABILITY TO GRASP & CARRY OUT INSTRUCTIONS

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

7. PUNCTUALITY AND ATTENDANCE

	Range	Actual
A	0- 59.....	
B	60- 69.....	
C	70- 80.....	
D	81- 90.....	
E	91-100.....	

For Non-Supervisor

8. <u>JOB KNOWLEDGE</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

9. <u>DILIGENCE</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

10. <u>INVOLVEMENT IN ViSCA- COMMUNITY RELATIONS AND ACTIVITIES</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

ADJECTIVE RATING EQUIVALENT
 91 - 100..... Outstanding
 81 - 90..... Very Satisfactory
 70 - 80..... Satisfactory
 60 - 69..... Fair
 below 60..... Unsatisfactory

For Non-Supervisor

8. <u>ABILITY TO COMMUNICATE</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

9. <u>POTENTIAL</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

10. <u>INVOLVEMENT IN ViSCA- COMMUNITY RELATIONS AND ACTIVITIES</u>	Range	Actual
A	0- 59....	A
B	60- 69....	B
C	70- 80....	C
D	81- 90....	D
E	91-100....	E

ADJECTIVE RATING EQUIVALENT
 91 - 100..... Outstanding
 81 - 90..... Very Satisfactory
 70 - 80..... Satisfactory
 60 - 69..... Fair
 below 60..... Unsatisfactory