




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



January 25, 2022

DIVISION MEMORANDUM
OSDS-CID-DM-M.S. 2022

To: The Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads
Section Heads
All Division Office Personnel

FROM:  **SUSAN S. COLLANO**
Asst. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SUBJECT: **Accomplishment of Performance Evaluation and Planning (PEP) Form**

1. In relation with the preparation for the evaluation of PRIME -HRM and in connection with annual performance evaluations of employees, a Performance Evaluation and Planning Form is attached to be accomplished before the Office Commitment and Review Form (OPCRF) and Individual Performance Commitment Form (IPCRF) .
2. The PEP form Section 1A to Section 1D shall be accomplished by the following:
 - 2.1 For Teachers by the School Head
 - 2.2 For School Head by the PSDS
 - 2.3 For OSDS by the Section Heads
 - 2.4 For CID by the CID Chief
 - 2.5 For SGOD by the SGOD Chief
3. The employee will write their comments on the box of "Employee comments on any aspect of the performance evaluation" and they will be the one to fill up the Section 2a Goals for coming year and 2b Development Plan.





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4. The signatories are the following
 - 4.1 Teachers by the Master Teacher , Approved by School Head
 - 4.2 School Heads by the PSDS, Approved ASDS
 - 4.3 CID staff by the CID Chief, approved by ASDS
 - 4.4 SGOD Staff by the CID Chief approved byASDS
 - 4.5 CID Chiefs by the ASDS, approved by SDS
 - 4.6 OSDS by the Section Heads and Administrative Officer V
 - 4.7 Section Heads by the ASDS, approved by SDS

5. The accomplished PEP form of Teaching and Teaching Related for SY 2020-2021 shall be submitted to the CID office on or before February 14, 2022 and for SY 2021-2022 will be forwarded to CID office one month after the end of school year.

6. The accomplished PEP form of Non-Teaching Personnel for CY 2020 shall be submitted to Human Resource Office on or before February 7, 2022 while for CY 2021 deadline will be on the 14th of February, 2022.

7. For compliance

Incl: PEP Form





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PERFORMANCE EVALUATION AND PLANNING FORM

Employee's Name: _____

Job /Classification/Title: _____

Department/ school: _____

School Head/Supervisor Name and Title: _____

Review Period: From _____ To _____

Review Type and Date: Mid Year Review Date _____
 Annual Review Date _____

Purpose:

The purpose of PEP is to provide summary feedback to staff members on their performance for the year, and to provide clear goals and development plans for the coming year. PEP evaluations will be used to make pay and other personnel decisions.

Instructions

Please complete each section of the form below. For additional information, please see the Form Instructions.

Section 1: Evaluation of Past Year	Section 2: Plan for Coming Year
Section 1A: Job Responsibilities	Section 2A: Goals for Coming Year
Section 1B: Individual Goals	Section 2B: Development Plan
Section 1C: Behaviors	
Section 1D: Manager's Overall Evaluation	

Evaluation Levels and Sample Criteria

Needs Improvement (NI)	Successful (S)	Exceptional (E)
Individuals who are new in the learning curve and are still learning key job responsibilities	Individuals who regularly meet and sometimes exceed expectations and role requirements	Individuals who significantly and consistently exceed expectations and role requirements
Inconsistently demonstrates or may be learning the required role knowledge and does not yet fully perform all requirements and duties	Meets goals set for the year	Exceeds goals set for the year
Work is regularly incomplete and/or does not meet the minimal standards for quantity or quality; often misses deadlines	Possesses full depth and breadth of role knowledge	Demonstrates exceptional depth and breadth of role knowledge, highly recognized by others within the University community
Takes little to no initiative, even with prompting	Perceived by peers, managers, students and other customers as collaborative, skilled and reliable	Demonstrates role model behavior for other supervisors/staff members to emulate
Requires more than the expected level of supervision due to lower quality work or level of learning required to complete role successfully	Consistently interacts effectively with peers and/or management	
Inconsistent interactions with peers and/or management		





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Section 1A: Evaluation of Job Responsibilities

<p>Evaluation of performance of job responsibilities</p> <p><input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI</p>	<p>Comments on performance of job responsibilities</p>
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Section 1B: Evaluation of Individual Goals

<p>Evaluation of individual goals</p> <p><input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI</p>	<p>Comments on performance on individual goals (measurable actions and results)</p>
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Section 1C: Evaluation of Behaviors

<p>Evaluation of demonstrated behaviors</p> <p><input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI</p>	<p>Comments on behaviors demonstrated</p>
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Section 1D: Manager's Overall Evaluation (required section)

<p>Summary evaluation</p> <p><input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI</p>	<p>Summarize the employee's performance, discussing areas of strength and areas for improvement. Provide Overall Evaluation.</p>
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Employee comments on any aspect of the performance evaluation.





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Section 2A: Goals for Coming Year

Goal	Description and Measures
1.	
2.	
3.	
4.	

Section 2B: Development Plan

Area for Development	Describe Development Activities
1.	
2.	

Signatures (Required section)

Evaluated By:

Conforme:

Approved by:

Employee

Date

Date

Date

