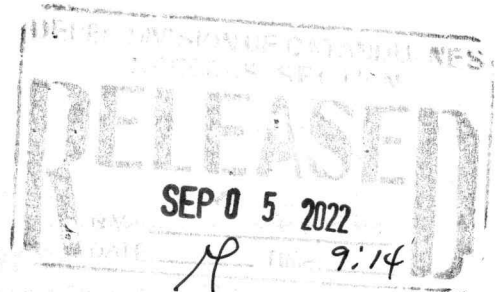




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 25, 2022


DIVISION MEMORANDUM

No. 427 s. 2022

**JOB AND CHARACTER ASSESSMENT OF PROBATIONARY EMPLOYEES
(Non- Teaching Personnel)**

To: Assistant Schools Division Superintendent
Chiefs CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
DexeCom Members

1. In accordance with Rule V of 2017 Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA) Revised July, 2018 which is "The Probationary Period", this office shall implement the submission of the accomplished evaluation of probationary employees.
2. Section 14 of Rule V of ORAOHRA states that "Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. Probationary Period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF)".
3. The immediate supervisor will be the rater and shall regularly gather feedback on the appointee's performance. The performance appraisal shall be done twice during the probationary period and within three (3) months and six (6) months and the average of which shall be the basis of the employee whether he/she will be recommended to continue his/her service on regular/permanent status or be dismissed before the end of probationary period.
4. The implementation of this evaluation shall start to those employees appointed on May 20, 2022 and onwards.
5. The assessment sheet is attached to this memorandum with the corresponding instructions.
6. Dissemination of this Memorandum is desired.


SUSAN S. COLLANO
Schools Division Superintendent





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**JOB & CHARACTER ASSESMENT OF
 PROBATIONARY EMPLOYEE (Non-Teaching Personnel)**

Employee Name: _____ School/ SDO Section: _____
 Position Title: _____ Date of Appointment: _____
 Job Description (in PDF) _____

Instructions:

1. Evaluators should refer to the employee's job description in (PDF) when completing this form.
2. The evaluation should focus on the employee's ability to perform the job duties listed in the job description.
3. Employees shall be evaluated two times- at 3rd month, and 6th month.
4. Indicate the evaluation of the employee's job performance by writing a number between 1, 2,3, 4 or 5 on the blank line to the right of each attribute in the appropriate column using the following scale.

1- Poor 2 - Unsatisfactory 3 - Satisfactory 4- Very Satisfactory 5- Outstanding

FINAL REMARKS IS THE AVERAGE OF 3RD month and 6th month assessment
 OVER- ALL TOTAL AND AVERAGE will be the basis if the employee will continue as regular/permanent employee

| ATTRIBUTES | 3 rd month | 6 th month | FINAL REMARKS |
|--|-----------------------|-----------------------|---------------|
| 1. QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period. | | | |
| 2. QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate | | | |
| 3. KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position | | | |
| 4. RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance. | | | |
| 5. COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers. | | | |
| 6. ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance, the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent | | | |
| 7. INITIATIVE AND CREATIVITY The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances. | | | |
| 8. CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/ responsibilities | | | |
| Over All Total | | | |
| AVERAGE (Over All Total/ 8) | | | |





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Comments for Discussion with the Employee:

Evaluators should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and evaluators are strongly encouraged to include written comments. At the final evaluation only, after the employee signs the form, the evaluator should give one copy to the employee, retain one copy for department files and forward one copy to HUMAN RESOURCE OFFICE.

THREE MONTHS EVALUATION

 Evaluator's Signature /Date
 (Immediate Head)

 Employee Signature/ Date

SIX MONTHS EVALUATION

 Evaluator's Signature /Date
 (Immediate Head)

 Employee Signature/ Date

FINAL EVALUATION

 Evaluator's Signature /Date
 (Immediate Head)

 Employee Signature/ Date

Employee Comments

 Signature of Employee

Evaluator Comments (please include date; attach additional paper if necessary)

TO BE COMPLETED ONLY ON THE LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD:

I recommend this probationary employee to continue his/her service on regular/permanent status.

I recommend this probationary employee be dismissed before the end of probationary period

Employee resigned before completion of probationary period. (HR must receive this form EVEN the employee resigned)

Reviewed by: _____

Performance Management Team Representative

 Date

Approval Recommended: _____

Administrative Officer V / Administrative Officer (HR)

 Date

APPROVED BY: _____

Schools Division Superintendent

 Date

