

Name of Employee: JAMES FORONDA III		Office: BPKMD		Date: 12-13	
CONTRACTUAL RATING (JOB BEHAVIOR) to be rated by Immediate Supervisor.					
DENR PES FORM II	RATING PERIOD:				
	ADJECTIVE 4 - VERY SATISFACTORY	5 - OUTSANDING 2 - UNSATISFACTORY	3 - SATISFACTORY	1 - POOR	RATING
FACTORS	5	4	3	2	1
1. PUNCTUALITY This covers tardiness and undertime.	<input type="checkbox"/> No tardiness and Undertime	<input checked="" type="checkbox"/> 1-20 tardiness/ undertime	<input type="checkbox"/> 21-40 tardiness/ undertime	<input type="checkbox"/> 41-60 tardiness/ undertime	<input type="checkbox"/> 60 and above tardiness/undertime
2. ATTENDANCE This refers to absence in office or non-reporting for work.	<input type="checkbox"/> No absence	<input checked="" type="checkbox"/> With authorized absences of 1-7.5 days	<input type="checkbox"/> With authorized absences of 8-15 days	<input type="checkbox"/> With authorized absences of 16-30 days	<input type="checkbox"/> W/ authorized absences more than 30 days or unauthorized absences of more than 2.5 days or 3 consec. mos. during sem/AWOL for more than 1 straight month
3. INITIATIVE/ INNOVATIVENESS Ability to act properly & promptly on situations called for & ability to explore new ways and ideas for procedures for more effective and creative efforts	<input type="checkbox"/> A starter with exceptional initiative; always makes worthwhile suggestions, can set up new jobs where new practices are required.	<input checked="" type="checkbox"/> Does work without waiting to be told. Often alert for opportunities in the improvement of work.	<input type="checkbox"/> Does regular work normally without waiting to be told occasionally makes suggestions to improve work.	<input type="checkbox"/> Lacks initiative and has to be led; never shows any desire to improve himself/herself or his/her work.	<input type="checkbox"/> No initiative/ no innovativeness
4. JOB KNOWLEDGE How much employee knows about his/her job, his/her familiarity with regulations, policies and procedures affecting his/her work shall be considered.	<input checked="" type="checkbox"/> Has complete mastery and understanding of all phases of his work.	<input type="checkbox"/> Has thorough knowledge of almost all phases of his work, rarely needs instructions or assistance.	<input type="checkbox"/> Has adequate knowledge of his job, seldom needs instructions and assistance and know enough to handle his/her job.	<input type="checkbox"/> Has insufficient knowledge or no ideas of what the job requires, more training needed in the assignment	<input type="checkbox"/> Serious gaps in his/her knowledge of essentials of job.
5. COOPERATIVENESS Ability to work harmoniously with others and obtain the cooperation of his/her co-subordinates.	<input type="checkbox"/> Gives wholehearted cooperation, goes out of his way to cooperate with others and always does more than his/her share of work	<input checked="" type="checkbox"/> Very cooperative, fits easily into the group, very good teamwork.	<input type="checkbox"/> Gives average cooperation, normally tactful and obliging.	<input type="checkbox"/> Seldom cooperative when asked.	<input type="checkbox"/> Uncooperative; inclined to be quarrelsome; touchy, does not get along well with others, upsets morale.
6. DEPENDABILITY This refers to the reliability of the employees & extent to which can be trusted to carry out instructions conscientiously.	<input checked="" type="checkbox"/> Highly dependable at all times; completes work on schedule; very good results even without supervision.	<input type="checkbox"/> Conscientious and steady worker, carries out instructions adequately; usually reliable, can be depended on.	<input type="checkbox"/> Fairly reliable and attentive to his work; can be relied upon under normal circumstances.	<input type="checkbox"/> Unreliable; needs close and constant supervision; no sense of responsibility.	<input type="checkbox"/> Very unreliable
7. ABILITY TO LEARN Determine how quickly does an employee grasp the ideas; master new work; remember & put into effect instructions.	<input type="checkbox"/> Can excellently absorb quickly new ideas & master new work; remember & put into effect instructions.	<input checked="" type="checkbox"/> Learns quickly, remembers well but needs little supervision.	<input type="checkbox"/> Degree of assimilation on the average.	<input type="checkbox"/> Learns very slowly; poor memory; much supervision.	<input type="checkbox"/> No interest to learn.
8. JOB ATTITUDE Consider employees interest on his/her job and his/her attitude towards supervision being exercised upon him.	<input type="checkbox"/> Extraordinary enthusiasm about his/her job and shows a very high regard for it.	<input checked="" type="checkbox"/> Shows interest in his/her work; takes pride in his/her job and welcome constructive criticism.	<input type="checkbox"/> Degree of assimilation on the average.	<input type="checkbox"/> Learns very slowly; poor memory; much supervision.	<input type="checkbox"/> No interest to learn.
9. PUBLIC RELATIONS Shall include the individual's ability to develop harmonious relations with supervisors, colleagues & subordinates on one hand, & immediate public with which he/she transacts official business on the other.	<input type="checkbox"/> Very effective in dealing with public and gets along well with peer group and well respected.	<input checked="" type="checkbox"/> Can be relied upon and is generally courteous and accomodating and cooperative	<input type="checkbox"/> Has the ability to deal with public peer.	<input type="checkbox"/> Considerably difficult to deal with, often discourteous and irritable.	<input type="checkbox"/> Poor image given to fellow workers and office clients, tend to be quarrelsome/troublesome
AVERAGE POINT SCORE		4.22			

Evaluated by:



DARWIN R. TEJERERO
Chief, Knowledge and Information Management
Section

Approved by:

NANCY R. CORPUZ
OIC Chief, Biodiversity Policy and Knowledge
Management Division