

Republic of the Philippines
MINISTRY OF PUBLIC WORKS
MPW Building, Bonifacio Drive, Port Area, Manila
OFFICE of the MINISTER

March 18, 1980

Ministry Order)
No. 80-18)
Series of 1980)
x-x-x-x-x-x-x-x

SUBJECT: Performance Ratings for the
Period Ending June 30, 1980

Pursuant to Section 31 of Presidential Decree No. 807 dated 6 October 1975, this Ministry issued Memorandum Order No. 4 series of 1978 establishing a New Performance Appraisal System for the Ministry.

The New Performance Appraisal System applies to all officers and employees of this Ministry except those in the Career Executive Service. Under the System, each official or employee is rated by his immediate supervisor semi-annually - one from January to June and the other from July to December.

Because of the transition from the former MPWTC to the MPW in accordance with the provisions of Executive Order No. 546 dated 23 July 1979, the preparation of the MORE Commitment Sheets which are the bases for rating the official/employee has been disrupted. While placements under the MPW staffing pattern have been completed, it felt that the preparation of the MORE Commitment Sheets for the rating period ending June 30 should be deferred until job assignments are further stabilized.


It is necessary, however, to have some bases for making ratings for the period ending June 30, 1980. For this purpose, all officials and employees except those in the Career Executive Service shall accomplish the attached Accomplishment Report beginning the first week of March, 1980. Instructions for accomplishing the attached form are indicated on its reverse side.

Hereafter, officials and employees shall continue to accomplish the attached form to facilitate the monthly dialogue between each supervisor and supervisee in accordance with the procedures stipulated in the **New Performance Appraisal System**

3/19/80

and to minimize possible differences between them about performance ratings. Accomplished forms shall be available to the staff of the Management Division, Financial and Management Service for the purpose of establishing performance standards over the next two years.

Bureau Directors and Service Chiefs shall monitor compliance with this Order.


ALFREDO L. JUNIO
Minister
Justo
3/19

3/14/82

FORM NO.	Republic of the Philippines Ministry of Public Works Port Area, Manila	MONTHLY ACCOMPLISHMENT REPORT		FOR THE MONTH OF		
EMPLOYER/UNIT		OFFICE		DATE		
PERFORMANCE OUTPUTS						
WEEK 1		WEEK 2				
WEEK 3		WEEK 4				
MAN-DAY(S) LOST THRU ABSENCE		Week 1	Week 2	Week 3	Week 4	TOTAL
MAN-HOURS/MINUTES LOST THRU TARDINESS						
OBSERVATIONS/REMARKS						
SUPERVISOR		SUBMITTED BY		POSITION		



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS, TRANSPORTATION & COMMUNICATIONS
BUREAU OF PUBLIC WORKS
OFFICE OF THE DIRECTOR
PORT AREA, MANILA

INSTRUCTIONS FOR ACCOMPLISHING THIS FORM

1. Each official and employees, including section chief and division chief, shall accomplish one (1) copy of the form and it shall be submitted to the immediate supervisor within three (3) days of each succeeding month.
2. Each section chief and division chief shall prepare two (2) copies of the consolidated section/division report. One copy shall be submitted to the higher supervisor and the other copy shall be retained by him.

The section chief shall attach to the consolidated section report the individual accomplishment reports of his workforce and his own; the division chief shall attach to the consolidated division report, only the consolidated section reports and his own.

3. Each section/division/service chief shall return the accomplished form referred to in I above during the monthly performance dialogue.

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