



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

097-13 DPWH
8-14-87

4 August 1987

DEPARTMENT ORDER) SUBJECT: Personnel Evaluation and
No. 30) Rating System
Series of 1987)

Pursuant to Memorandum Circular No. 64 dated 1 July 1987, the following criteria and corresponding weighted scores and points shall be used by all Placement Committees in evaluating and rating personnel to be considered for selection and placement under the new staffing pattern.

	<u>MAXIMUM</u> <u>POINTS</u>	<u>WEIGHTS</u>
A. WORK PERFORMANCE - - - - -		50%
1. Accomplished assigned work according to the prescribed quality, quantity, budget, and time frame - - - - -	80	
2. Demonstrated potentials to assume greater responsibilities - - - - -	20	
	100	
B. EDUCATION AND TRAINING - - - - -		15%
1. Meets minimum educational requirements (per DPWH Qualification Standards) - - - - -	80	
2. Completed other relevant courses, at 5 points per course - - - - -	10	
3. Completed relevant seminars, at 1 point per course - - - - -	10	
	100	
C. EXPERIENCE - - - - -		25%
1. Possesses on-the-job experience in the position to be filled up or in a higher position, at 5 points per year - - - - -	50	
2. Possesses other relevant supervisory experience, at 3 points per year - - - - -	30	
3. Possesses other non-supervisory work experience, at 1 point per year - - - - -	20	
D. WORK ATTITUDE - - - - -		10%
1. Demonstrated hard work and commitment to service - - - - -	40	
2. Showed punctuality and satisfactory attendance - - - - -	30	
3. Showed good public relations - - - - -	30	
	100	
TOTAL - - - - -		100%

-over-

9

8-27-87

Department Order No. 30, s. of 1987 re: Personnel Evaluation and Rating System, continued.

E. INTEGRITY - - - - - PASS/FAIL

Note that "integrity" is a criterion that must be met by every person being proposed for placement, and there shall be no compromise on this: if an employee is found to be dishonest or to have committed graft or corruption or otherwise fails to meet the integrity criterion, he shall not be considered for placement.

For compliance.


VICENTE R. JAYME
Secretary