



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

047-13 DPWH (12)
5-5-93

April 13, 1993

DEPARTMENT ORDER)
NO. **AS**)
Series of 1993 **4112**

SUBJECT: Amending D.O. 187, New
Performance Appraisal
System for District
Engineers

In order to make the Performance Appraisal System for District Engineers more consistent with program priorities of the Department, certain provisions of D.O. 187, S. of 1992 are hereby amended:

1. The responsibility areas mentioned in paragraph 2.0 Areas of Evaluation, are realigned in their order of priorities, as follows:

Responsibility Areas	Percentage Weight
2.1 Project Implementation (Construction)	45
2.2 Project Implementation (Maintenance)	40
2.3 Annual District Infrastructure Plans and Programs	05
2.4 Monitoring and Reporting	05
2.5 Public Relations	03
2.6 Personnel Management	02
Total	100

2. As a result of the realignment of the responsibility areas, the annexes are revised. The amended Performance Criteria and Standards (Annex A), Computation of Rating (Annex B) and Performance Appraisal Report Form (Annex C) are hereby issued and made integral parts of the PAS.
3. To ensure uniform and full compliance with the provisions of the New Performance Appraisal System for District Engineers, a Conversion Table marked as Annex D, is hereby prescribed. The table will facilitate the computation of ratings.

This amendatory Department Order shall take effect immediately.

EDMUNDO V. MILLA, CESO I
Acting Secretary

PERFORMANCE CRITERIA AND STANDARDS

ANNEX " A "

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A R E A O F E V A L U A T I O N	P O I N T S C O R E R A N G E				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
1.0 PROJECT IMPLEMENTATION (CONSTRUCTION)					
1.1 Project Supervision	All projects implemen- ted 5% to 10% ahead of schedule.	All projects implemen- ted 0 to 4% ahead of schedule.	All projects implemen- ted 1-4% behind schedule.	All projects implemented 5-14% behind schedule.	All projects implemented 15%-29% behind schedule.
1.2 Materials and Quality Control					
1.2.1 Adherence to Standards and Specifications	NOTE: All samples must be authentic otherwise the rating for this particular sub-responsibility area will be POOR.				
1.2.1.1 Timeliness of testing materials relative to its actual use	95-100% Compliance with: the required testing time for all construc- tion materials relative: to their actual use.	85-94% Compliance	75-84% Compliance	65-74% Compliances	50-64% Compliance
1.2.1.2 Compliance to quality control policies	95-100% Compliance	- do -	- do -	- do -	- do -
1.2.1.3 Quality of completed work	Average rating of 95-100% on the quality of completed work.	Average rating of 85-94%	Average rating of 75-84%	Average rating of 65-74%	Average rating of 50-64%

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,-5)	85 - 94 (d,-9)	75 - 84 (d,-9)	65 - 74 (d,-9)	50 - 64 (d,-14)
1.2.2 Compliance with Laboratory and Field Test					
1.2.2.1 Adequacy/reliability of laboratory equipment and facilities	Laboratory equipment and facilities 95-100% adequate/reliable	85-94% adequate/reliable	75-84% adequate/reliable	65-74% adequate/reliable	50-64% adequate/reliable
1.2.2.2 Compliance with standard sampling and testing methods	95-100% Compliance	85-94% Compliance	75-84% Compliance	65-74% Compliance	50-64% Compliance
1.3 Plans and Program of Work Preparation	All plans and POW finished 1 to 7 days after receipt of Advice of Allotment.	All plans and POW finished 8-15 days after receipt of Advice of Allotment.	All plans and POW finished 16-25 days after receipt of Advice of Allotment.	All plans and POW finished 26-35 days after receipt of Advice of Allotment.	All plans and POW finished 36 to 45 days after receipt of Advice of Allotment.
1.4 Funds Utilization and Control					
a) Force Account (By Administration)	An average savings of 10% to 15% realized from project/s implemented during the rating period.	An average savings of 5-9% realized from project/s implemented during the rating period.	An average savings of 0-4% realized from project/s implemented during the rating period.	An average overdraft of 1-5% incurred in project/s implemented during the rating period.	An average overdraft of 6% to 20% incurred in project/s implemented during the rating period.

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
b) Contract	Claims for payment paid one (1) day upon receipt of all required documents.	Claims for payment paid (2) days after receipt of all required documents.	Claims for payment paid (3) days after receipt of all required documents.	Claims for payment (4) days after receipt of all required documents.	Claims for payment paid (5) to 19 days after receipt of all required documents.
2.0 PROJECTS IMPLEMENTATION (MAINTENANCE)					
2.1 Overall Road Condition	95% - 100% rating (Per Road Maintenance Condition Inspection weighted average)	85% - 94% rating (Per Road Maintenance Condition Inspection weighted average)	75% - 84% rating (Per Road Maintenance Condition Inspection weighted average)	65% - 74% (Per Road Maintenance Inspection weighted average)	64 and below rating (Per Road Maintenance Inspection weighted average)
2.2 Bridge Condition	95% 100% of permanent and temporary bridges superstructures are properly maintained	85% - 94% of permanent and temporary bridges superstructures are properly maintained	75% - 84% permanent and temporary bridges superstructures are properly maintained	65% - 74% of permanent and temporary bridges superstructures are properly maintained	64% and below - of permanent and temporary bridges superstructures are properly maintained
2.3 Funds Utilization and Control	95% - 100% of Maintenance Fund disbursed in accordance with Quincenal Schedule.	85% - 94% of Maintenance Fund disbursed in accordance with Quincenal Schedule.	75% - 84% of Maintenance Fund disbursed in accordance with Quincenal Schedule.	65% - 74% of Maintenance Fund disbursed in accordance with Quincenal Schedule.	64% and below of Maintenance Fund disbursed in accordance with Quincenal Schedule.

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
3.0 ANNUAL DISTRICT INFRASTRUCTURE PLANS PROGRAMS					
3.1 Project ID Initiation and Coordination	Project ID initiation and coordination, duly accomplished 8-15 days before due date.	Accomplished 1-7 days before due date.	Accomplished 0-3 days after due date.	Accomplished 4-7 days after due date.	Accomplished 8 to 22 days after due date
3.2 Project Proposal Investigation and Evaluation	All project proposals investigated and evaluated 8-15 days before due date.	All project proposals investigated and evaluated 1-7 days before due date.	All project proposals investigated and evaluated 0-3 days after due date.	All project proposals investigated and evaluated 4-7 days after due date.	All project proposals investigated and evaluated 8 to 22 days after due date.
3.3 District Infrastructure Project Proposal Submittal	Regular annual project proposal submitted within January 15-18; Fast track and other similar project proposals submitted 1-4 days before due date.	Regular annual project proposals submitted within January 19-31; Fast track and other similar project proposals submitted 5 to 10 days before due date.	Regular annual project proposals submitted within February 1-10; Fast track and other similar project proposals submitted on or 1 day after due date.	Regular annual project proposals submitted within February 11-15 Fast track and other similar project proposals submitted 2-4 days after due date.	Regular annual project proposal submitted within February 16-28; Fast track and other similar project proposals submitted 5-7 days after due date.
3.4 Preliminary/Detailed Engineering	All preliminary engineering technical reports accomplished 4-7 days ahead of schedule.	All preliminary engineering technical reports accomplished 1-3 days ahead of schedule.	All preliminary engineering technical reports accomplished on or 1 day after due date.	Preliminary engineering technical reports are incomplete and needs minor revision submitted 2-4 days after due date.	Preliminary engineering technical reports are incomplete and need major revision; reports are submitted 5 - 19 days after due date.

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
4.0 MONITORING AND REPORTING					
4.1 Financial Management and Control					
4.1.1 Financial Reporting					
4.1.1.1 Completeness/ Accuracy (50%)	95-100% complete/ accurate	85-94% complete/ accurate	75-84% complete/ accurate	65-74% complete/ accurate	50-64% complete/ accurate
4.1.1.2 Timeliness (40%)	Submitted on or 7 days before due date	Submitted 1 to 3 days after due date	Submitted 4-6 days after due date.	Submitted 7 to 10 days after due date.	Submitted 11-20 days late.
4.1.1.3 Compliance with format (10%)	95-100% compliance	85-94% compliance	75-84% compliance	65-74% compliance	50-64% compliance
4.1.2 Cash Management and Utilization	No cash shortages	Cash shortages of P100 to P200.00	Cash shortages of P201.00 to P500.00	Cash shortages of P501.00 to P1,000.00	Cash shortages of P1,001.00 to P5,000.00
4.1.3 Funds Utilization/Control	No overdrafts in the books of account	Overdraft is .01% - .014% of funds allocat- ed.	Overdraft is .015% - .05% of funds allocat- ed.	Overdraft is .051% - .06% of funds alloca- ted.	Overdraft is .061% and above of funds allocated

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,-5)	85 - 94 (d,-9)	75 - 84 (d,-9)	65 - 74 (d,-9)	50 - 64 (d,-14)
4.2 Program Status Report					
4.2.1 Maintenance	Monthly and Quarterly Maintenance Accomplishment Reports submitted 4 - 5 days before due date; all reports are accurate; 100% compliance with prescribed format	Monthly and Quarterly Maintenance Accomplishment Reports submitted 1 - 3 days before due date; all reports are accurate; 100% compliance with required format	Monthly and Quarterly Maintenance Reports submitted on or 1 day after due date; 100% compliance with prescribed format	Monthly and Quarterly Maintenance Reports submitted 2 - 5 days after due date; some of the data reported are doubtful	Monthly and Quarterly Maintenance Reports submitted 6 - 10 days after due date; most of the reports are not reliable; prescribed format are not followed
4.2.2 Construction	S-curve and other reports submitted 4 - 5 days before due date; all reports are accurate; 100% compliance with prescribed format	S-curve and other reports are submitted 1 - 3 day before due date; all reports are accurate; 100% compliance with prescribed format	S-curve and other reports submitted on or 1 day after due date; all reports are accurate; 100% compliance with prescribed format	S-curve and other reports submitted 2 - 5 days after due date; some of the data reported are doubtful	S-curve and other reports submitted 6 and more days after due date; most of the reports are unreliable; prescribed format are not followed
5.0 PUBLIC RELATIONS					
5.1 Interagency coordination	100% of projects implemented w/out conflict w/dev't. projects of other agencies.	95-99% of projects implemented w/out conflict w/dev't. projects of other agencies.	90-94% of projects implemented w/out conflict w/dev't. projects of other agencies.	85-89% of projects implemented w/out conflict with development projects of other agencies.	80-84% of projects implemented w/out conflict w/dev't. projects of other agencies.

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	POINT SCORE RANGE				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
5.2 Information dissemination	Compliance with Nos. 1-9 of DO 23, s. 1988	Compliance with Nos. 1, 2, 3, 5, 8, DO 23 s. 1988	Compliance with Nos. 1, 3 of DO 23 s. 1988	Compliance with Nos. 1, and 8 of DO 23 s. 1988	Compliance with No. 1 of DO s. 1988
5.3 Relationship with subordinates	Absence of valid complaints from the rank and file; ratee well liked, respected and obeyed by the employees	Absence of valid complaints from the rank and file and ratee is respected by a great majority of the employees.	Absence of valid complaints from the rank and file and ratee is respected by a majority of the employees.	Presence of valid complaints from employees, a good number from them still have respect on the ratee.	There are numerous valid complaints and grievances of employees against ratee.
5.4 Public acceptability	Involvement in 4 or more civic/professional activities/organization in the locality.	Involvement in 2-3 civic/professional activities/organizations in the locality.	Involvement in 1 civic/professional activity/organization in the locality.	No involvement in any civic/professional activity/organization in the locality.	Negative/passive attitude towards civic/professional activities.
5.5 Absence/Presence of Valid Complaints	No pending civil/administrative/criminal case nor even a single public complaint against ratee.	No pending civil/administrative/criminal case but there is/are some public complaints against ratee.	No pending civil/administrative/criminal case but there are numerous public complaints against ratee.	With one pending civil/administrative/criminal case and a few valid public complaints against ratee.	With 2 or more civil/administrative/criminal case and numerous valid public complaints against ratee.

PERFORMANCE CRITERIA AND STANDARDS

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AREA OF EVALUATION	P O I N T S C O R E R A N G E				
	95 - 100 (d,=5)	85 - 94 (d,=9)	75 - 84 (d,=9)	65 - 74 (d,=9)	50 - 64 (d,=14)
6.0 PERSONNEL MANAGEMENT					
6.1 Personnel Utilization					
6.1.1 Assigned task being performed by staff (50%)	95-100% of personnel performed their assigned tasks.	91-94% of personnel performed their assigned tasks.	85-90% of personnel performed their assigned tasks.	75-84% of personnel performed their assigned tasks.	50-75% of personnel performed their assigned tasks.
6.1.2 Authority properly delegated to and exercised by staff (50%)	95-100% of delegable authority properly delegated & exercised.	85-94% of delegable authority properly delegated & exercised.	75-84% of delegable authority properly delegated & exercised.	65-74% of delegable authority properly delegated & exercised.	50-64% of delegable authority properly delegated & exercised.
6.2 Personnel Discipline (25%)	95-100% of personnel complied with laws, rules and regulations governing employees.	91-94% of personnel complied with laws, rules and regulations governing employees.	85-74% of personnel complied with laws, rules and regulations governing employees.	65-74% of personnel complied with laws, rules and regulations governing employees.	50-64% of personnel complied with laws, rules and regulations governing employees.
6.3 Personnel Welfare and Development					
6.3.1 Enjoyment of Employee Benefits (50%)	95-100% of personnel satisfied with no grievances.	85-94% of personnel satisfied with no grievances.	75-84% of personnel satisfied with no grievances.	65-74% of personnel satisfied.	50-64 of personnel satisfied
6.3.2 Implementation of a career development program in the office (50%)	(Awareness of staffs' training needs/presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department)				
	95-100% observance	85-94% observance	75-84% observance	65-74% observance	50-64% observance

COMPUTATION OF RATING

=====

B.1 To compute the points earned of each sub-responsibility (SR) under a particular Responsibility Area (RA), the following steps are to be followed.

B.1.1 Locate where his actual accomplishment is along the predetermined degree/extent/percentage range on the opposite right columns of the particular SR in the Performance Criteria and Standards.

B.1.2 Convert his actual accomplishments/ratings into points by using the formula:

$$P = LL + \left[\left(\frac{d_1}{d_2} \right) (+d_3) \right]$$

WHERE:

LL - is the lower limit of the point score range where the actual accomplishment falls

d_1 - is the difference between the lower and upper limits of the point score range where the actual accomplishments falls

d_2 - is the difference between the lower and upper limits of the predetermined degree extent/percentage range of sub-responsibility/task where the actual accomplishment falls.

$+d_3$ - is the difference between the actual accomplishment of ratee and the lower limit of the degree/extent/percentage range where the actual accomplishment falls.

NOTE:

1. Where the actual accomplishment is a negative slippage, an overdraft or behind schedule, the negative sign shall be observed. For example, a ratee whose actual accomplishment under sub-responsibility 1.1 Project Supervision which is 3% behind schedule is considered as - 3%. Referring to the Performance Criteria and Standards the accomplishment falls within the range of 1-4% behind schedule. Translating this into mathematical

equation this is -1 to -4%. In this particular example, the lower limit of the range is -4%.

2. For uniformity and to facilitate the work in converting actual accomplishments into points, a Conversion Table marked as Annex D is attached herewith for ready reference.
3. To convert into point the actual accomplishment/rating under a sub-responsibility where the criteria and standards are not expressly stated in percentages/numbers, disregard the formula and approximate the corresponding equivalent point within the point score range under which the actual accomplishment falls.

B.1.3 Multiply the point obtained under the sub-responsibility with the corresponding percentage weight indicated in the Performance Rating Report form: the result is the point earned for this particular sub-responsibility, and the sum of all the SRs as TOTAL POINT EARNED for the particular RA. (See Annex "A" - Performance Appraisal Report).

B.1.4 To arrive at the POINT SCORE for each RA, multiply the TOTAL POINTS EARNED with their corresponding percentage weight.

B.2 Performance Rating

B.2.1 Numerical Rating - Add the point scores of all the RAs. The sum of all the point scores constitutes the ratee's Overall Point Score or numerical rating.

B.2.2 Adjective Rating - Determine the adjectival rating by matching the Overall Point Score with the corresponding adjectival rating indicated in 3.0.

ANNEX "C"

AMMS : Republic of the Philippines : PERFORMANCE APPRAISAL REPORT : Rating Period
 FORM NO.: Dept. of Public Works & Highways: FOR DISTRICT ENGINEERS :
 : REGION : : Semester 19__

RATEE : POSITION TITLE : DISTRICT OFFICE
 : : :

ADJECTIVE RATING : TOTAL POINTS : RATING POINTS CONVERSION
 : EARNED : 95-100 - OUTSTANDING 75-84 - SATISFACTORY
 : : 85- 94 - VERY SATISFACTORY 65-74 - UNSATISFACTORY
 : : : 64 & BELOW - POOR

RESPONSIBILITY AREAS	POINTS EARNED	WEIGHTS	POINT SCORE
1.0 PROJECT IMPLEMENTATION (CONSTRUCTION)-----		45%	_____
1.1 Project Supervision (60%) _____			
1.2 Materials and Quality Control (30%) _____			
1.2.1 Adherence to Standards and Specifications (65%) _____			
1.2.2 Compliance with Laboratory & Field Test (35%) _____			
1.3 Plans and POW Preparation (05%) _____			
1.4 Funds Utilization and Control (05%) _____			
Total			
2.0 PROJECT IMPLEMENTATION (MAINTENANCE)-----		40%	_____
2.1 Overall Road Condition (70%) _____			
2.2 Bridge Condition (20%) _____			
2.3 Maintenance Funds Utilization and Control (10%) _____			
Total			
3.0 ANNUAL DISTRICT INFRASTRUCTURE PLANS AND PROGRAMS-----		05%	_____
3.1 Project Proposal Investigation and Evaluation (30%) _____			
3.2 Preliminary Engineering (30%) _____			
3.3 Project ID Initiation and Coordination (20%) _____			
3.4 District Infra Project Proposal Submittal (20%) _____			
Total			
4.0 Monitoring and Reporting-----		05%	_____
4.1 Financial Mgmt. & Control (50%) _____			
4.1.1 Financial Reporting (50%) _____			
4.1.2 Cash Mgt. and Utilization (30%) _____			
4.1.3 Funds Utilization/Control (20%) _____			
4.2 Project Status Report (50%) _____			
4.2.1 Maintenance (60%) _____			
4.2.2 Construction (40%) _____			

5.0 PUBLIC RELATIONS - - - - - 03%

- | | | | |
|-----|--------------------------------|-------|-------|
| 5.1 | Inter-agency coordination | (20%) | _____ |
| 5.2 | Information Dissemination | (20%) | _____ |
| 5.3 | Relationship with Subordinates | (20%) | _____ |
| 5.4 | Public Acceptability | (20%) | _____ |
| 5.5 | Absence of valid complaints | (20%) | _____ |

Total

6.0 PERSONNEL MANAGEMENT - - - - - 02%

- | | | |
|---------------------------------------|-------|-------|
| 6.1 Personnel Utilization | (50%) | _____ |
| 6.2 Personnel Discipline | (25%) | _____ |
| 6.3 Personnel Welfare and Development | (25%) | _____ |

Total

OVERALL POINT SCORE

— — — — —

PROMOTIONAL POTENTIAL

:DEVELOPMENT NEEDS

.....

RATED BY ARDO:

: DATE

RATED BY ARDS:

: DATE

...

:

DISCUSSED WITH (Ratee):

: DATE

CONCURRED BY RD:

: DATE

...

...

Annex "D"
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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
1.2 Materials and Quality Control										
1.2.1 Adherence to Standards and Specifications										
1.2.1.1 Timeliness of testing materials relative to their actual use	(Percentage of compliance on the timeliness of testing materials)									
	%	= Points	%	= Points	%	= Points	%	= Points	%	= Points
	100	100	94	94	84	84	74	74	64	64
	99	99	93	93	83	83	73	73	63	63
	98	98	92	92	82	82	72	72	62	62
	97	97	91	91	81	81	71	71	61	61
	96	96	90	90	80	80	70	70	60	60
	95	95	89	89	79	79	69	69	59	59
			88	88	78	78	68	68	58	58
			87	87	77	77	67	67	57	57
			86	86	76	76	66	66	56	56
			85	85	75	75	65	65	55	55
									54	54
									53	53
									52	52
									51	51
									50	50
1.2.1.2 Compliance to Quality Control Policies	(Percentage of compliance to Quality Control Policies)									
	Note: In the conversion of percentages, follow the same table as 1.2.1.1									

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
1.2.1.3 Quality of Completed Work	(Percentage rating on the quality of completed work)									
	Note: In the conversion of percentages, follow the same table as 1.2.1.1									
1.2.2 Compliance with Laboratory and Field Test										
1.2.2.1 Adequacy/reliability of laboratory equipment and facilities	(Percentage of the adequacy and reliability of laboratory equipment and facilities)									
	Note: In the conversion of percentages, follow the same table as 1.2.1.1									
1.2.2.2 Compliance with standard sampling and testing methods	(Percentage of compliance)									
	Note: In the conversion of percentages, follow the same table as 1.2.1.1									
1.3 Plans and Program of Work Preparation	Number of days Plans and POW accomplished after receipt of Advice of Allotment:									
	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points
	1 100	8 94.0	16 84	26 74	36 64.0					
	2 99.15	9 92.68	17 83	27 73	37 62.48					
	3 98.32	10 91.40	18 82	28 72	38 60.92					
	4 97.49	11 90.12	19 81	29 71	39 59.36					
	5 96.66	12 88.84	20 80	30 70	40 57.80					
	6 95.83	13 87.56	21 79	31 69	41 56.24					
	7 95.0	14 86.28	22 78	32 68	42 54.68					
		15 85.0	23 77	33 67	43 53.12					
			24 76	34 66	44 51.56					
			25 75	35 65	45 50.0					

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
1.4 Funds Utilization and Control										
a) Force Account (By Administration)	Average savings of:		Average savings of:		Average savings of:		Average Overdraft of:		Average Overdraft of:	
	%	Point	%	Point	%	Points	%	Points	%	Points
	15	100	9	94.0	4	84.0	1	74.0	6	64
	14	99	8	91.75	3	81.75	2	71.75	7	63
	13	98	7	89.50	2	79.50	3	69.50	8	62
	12	97	6	87.25	1	77.25	4	67.25	9	61
	11	96	5	85.0	0	75.0	5	65.0	10	60
	10	95							11	59
									12	58
									13	57
									14	56
									15	55
									16	54
									17	53
									18	52
									19	51
									20	50
b) Contract	Payments paid 1		Payments paid 2		Payments paid 3		Payments paid 4		Payments paid 5	
	day upon receipt		days after receipt		days after receipt		days after receipt		days or more after	
	of required		of required		of required		of required		receipt of required	
	documents		documents		documents		documents		documents	
									Days Points	
	8:00-12:00 noon =		8:00-12:00 noon =		8:00-12:00 noon =		8:00-12:00 noon =		5 64	
	100 points		94 points		84 points		74 points		6 63	
	1:00- 5:00 pm =		1:00- 5:00 pm =		1:00- 5:00 pm =		1:00- 5:00 pm =		7 62	
	95 points		85 points		75 points		65 points		8 61	
									9 60	
									etc.	

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
Note: The average point score obtained by the ratee under <u>Force account</u> and <u>Contract</u> is his rating under 1.4. In case there is only 1 area where the ratee has been rated, his rating in this are is his rating for 1.4.										
2.0 PROJECT IMPLEMENTATION (Maintenance)										
2.1 Overall Road Condition (Road Maintenance Condition Inspection weighted average)	%	= Points	%	= Points	%	= Points	%	= Points	%	= Points
	100	100	94	94	84	84	74	74	64	64
	99	99	93	93	83	83	73	73	63	63
	98	98	92	92	82	82	72	72	62	62
	97	97	91	91	81	81	71	71	61	61
	96	96	90	90	80	80	70	70	60	60
	95	95	89	89	79	79	69	69	59	59
			88	88	78	78	68	68	58	58
			87	87	77	77	67	67	57	57
			86	86	76	76	66	66	56	56
			85	85	75	75	65	65	55	55
									54	54
									53	53
									52	52
									51	51
									50	50

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
2.2 Bridge Condition	Note: Follow the same rating scale/conversion as 2.1									
2.3 Funds Utilization and Control	Note: Follow the same rating scale/conversion as 2.1									
3.0 ANNUAL DISTRICT INFRASTRUCTURE PLANS AND PROGRAMS										
3.1 Project ID, Initiation and Coordination	Accomplished before due date:		Accomplished before due date:		Accomplished after due date:		Accomplished after due date:		Accomplished after due date:	
	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points	Days = Points
	15 100	7 94.0	0 84	4 74	8 64					
	14 99.26	6 92.5	1 81	5 71	9 63					
	13 98.55	5 91.0	2 78	6 68	10 62					
	12 97.84	4 89.5	3 75	7 65	11 61					
	11 97.13	3 88.0			12 60					
	10 96.42	2 86.5			13 59					
	9 95.71	1 85.0			14 58					
	8 95.0				15 57					
					16 56					
					17 55					
					18 54					
					19 53					
					20 52					
					21 51					
					22 50					

C O N V E R S I O N T A B L E
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100	85-94	75-84	65-74	50-64					
3.2 Project Proposal, Investigation and Evaluation	Note: Follow the same rating scale/conversion as 3.1									
3.3 District Infrastructure Project Proposal Submittal	Submittal of Annual Project Proposal:									
	Date =	Points	Date =	Points	Days =	Points	Days =	Points	Days =	Points
	Jan.15	100	Jan.19	94	Feb.1	84	Feb.11	74.0	16	64.0
	16	98.34	20	93.25	2	83	12	71.75	17	62.87
	17	96.67	21	92.50	3	82	13	69.50	18	61.70
	18	95	22	91.75	4	81	14	67.25	19	60.53
			23	91.00	5	80	15	65.0	20	59.36
			24	90.25	6	79			21	58.19
			25	89.50	7	78			22	57.02
			26	88.75	8	77			23	55.85
			27	88.0	9	76			24	54.68
			28	87.25	10	75			25	53.51
			29	86.50					26	52.34
			30	85.75					27	51.17
			31	85.5					28	50.0
	Submittal of Fast Track Project Proposal									
	(Days ahead		(Days ahead)		(On or 1 day		(After due date)		(After due date)	
	before due date)				after due date)					
	Days =	Points	Days =	Points	Days =	Points	Days =	Points	Days =	Points
	4	100	10	94.0	on due date = 84	2	74.0	5	64	
	3	98.34	9	92.2	1 day after - 75	3	69.50	6	57	
	2	96.67	8	90.4		4	65.0	7	50	
	1	95.0	7	88.6						
			6	86.8						
			5	85.0						

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE				
	95-100	85-94	75-84	65-74	50-64
Note: The point score of the ratee under 3.3 is the average of his point scores under Annual Project & Fast Track Project submittal. If the ratee was rated under 1 area only, the rating he gets under this area is his rating for 3.3.					
3.4 Preliminary/Detailed Engineering	Accomplishment of preliminary engineering technical reports:				
	(Ahead of Schedule)	(Ahead of Schedule)	(On or 1 day after due date)	(Days after Schedule)	(Days after Schedule)
	Days = Points	Days = Points		Days = Points	Days = Points
	7	3	accomplished on	2	74.0
	6	2	due date=84pts.	3	69.50
	5	1	1 day after=75pts.	4	65.0
	4				50
4.0 MONITORING AND REPORTING					
4.1 Financial Management and Control					
4.1.1 Financial Report					
4.1.1.1 Completeness/Accuracy (50%)	For conversion of actual accomplishment from percentage to points follow the same as 2.1.				

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
4.1.1.2 Timeliness (40%)	Reports submitted on or before due date		Reports submitted after due date		Reports submitted after due date		Reports submitted after due date		Reports submitted after due date	
	Days = Points		Days = Points		Days = Points		Days = Points		Days = Points	
	7 100		1 94.0		4 84.0		7 74		11 64.0	
	6 99.26		2 89.5		5 79.5		8 71		12 62.48	
	5 98.55		3 85.0		6 75.0		9 68		13 60.92	
	4 97.84						10 65		14 59.36	
	3 97.13								15 57.80	
	2 96.42								16 56.24	
	1 95.71								17 54.68	
	0 95.0								18 53.12	
									19 51.56	
									20 50.0	
4.1.1.3 Compliance with format (10%)	For conversion of actual accomplishment, follow the same as 1.1.									
Note: To arrive at the point score for 4.1.1 Financial Reporting, get the sum of the corresponding percentages of the point scores obtained under 4.1.1.1, 4.1.1.2 and 4.1.1.3.										

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100	85-94	75-84	65-74	50-64					
4.1.1 Cash Management and Utilization	Cash shortage of:	Cash shortage of:	Cash shortage of:	Cash shortage of:	Cash shortage of:					
	Peso =	Points:	Peso =	Points:	Peso =	Points:	Peso =	Points:	Peso =	Points:
	No shortage	100	100.00-120.00	94.0	201.00-250.00	84.0	501.00-600.00	74.0	1,001-1,500.00	64
	1.00-19.00	99	121.00-140.00	91.75	251.00-300.00	82.2	601.00-700.00	71.71	1,501-2,000.00	62
	20.00-39.00	98	141.00-160.00	89.50	301.00-350.00	80.4	701.00-800.00	69.5	2,001-2,500.00	60
	40.00-59.00	97	161.00-180.00	87.25	351.00-400.00	78.6	801.00-900.00	67.25	2,501-3,000.00	58
	60.00-79.00	96	181.00-200.00	85.0	401.00-450.00	76.8	901.00-1,000	65.0	3,001-3,500.00	56
	80.00-99.00	95			451.00-500.00	75.0			3,501-4,000.00	54
									4,001-4,500.00	52
									4,501-5,000.00	50
									down the line	
4.1.3 Funds Utilization Control	No overdraft in the:	Overdraft in funds	Overdraft in funds	Overdraft in funds	Overdraft in funds					
	book of account	allocated:	allocated:	allocated:	allocated:					
	= 100 points	% = Points	% = Points	% = Points	% = Points					
		.010-.0109	94.0	.015-.02	84.0	.0510-.0515	74	.0610-.0615	64	
		.011-.0119	91.75	.021-.025	82.5	.0516-.0519	73	.0616-.0619	63	
		.012-.0129	89.5	.026-.03	81.0	.0520-.0525	72	.0620-.0625	62	
		.013-.0139	87.25	.031-.035	79.5	.0526-.0529	71	.0626-.0629	61	
		.014-.0149	85.0	.036-.04	78.0	.0530-.0535	70	.0630-.0635	60	
				.041-.045	76.5	.0536-.0539	69	.0636-.0639	59	
				.046-.05	75.0	.0540-.0545	68	.0640-.0645	58	
						.0546-.0549	67	.0646-.0649	57	
						.0550-.0555	66	.0650-.0655	56	
						.0556-.0600	65	.0656-.0659	55	
								.0660-.0665	54	
								.0666-.0669	53	
								.0670-.0675	52	
								.0676-.0679	51	
								.0680-.0685	50	

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
4.2 Program Status Report	Submittal of Monthly and Quarterly Maintenance Reports									
4.2.1 Maintenance	(ahead before due date)	(ahead before due date)	(on or after due date)	(after due date, some data are doubtful)	(after due date most of the data are questionable)					
	Days = Points	Days = Points		Days = Points	Days = Points					
	5 100	3 94.0	on due date= 84pts:	2 74	6 64.0					
	4 95	2 89.5	1 day after= 75pts:	3 71	7 60.5					
		1 85.0		4 68	8 57.0					
				5 65	9 53.5					
					10 50.0					
4.2.2 Construction	Submittal of S-Curve and other Reports									
	(ahead before due date)	(ahead before due date)	(on/after due date)	(after due date, some data are doubtful)	(after due date, most data are unreliable, format are not followed)					
	Days = Points	Days = Points		Days = Points	Days = Points					
	5 100	3 94.0	on due date= 84pts:	2 74	6 64.0					
	4 95	2 89.5	1 day after= 75pts:	3 71	7 60.5					
		1 85.0		4 68	8 57.0					
				5 65	9 53.5					
					10 50.0					

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
5.0 PUBLIC RELATIONS										
5.1 Interagency Coordination	(Percentage of District Infrastructure projects implemented not in conflict with development projects of other agencies)									
	X	= Points	X	= Points	X	= Points	X	= Points	X	= Points
	100	100	99	94.0	94	84.0	89	74.0	84	64.0
			98	91.75	93	81.75	88	71.75	83	60.5
			97	89.50	92	79.50	87	69.50	82	57.0
			96	87.25	91	77.25	86	67.25	81	53.5
			95	85	90	75	85	65.0	80	50.0
5.2 Information Dissemination	(Compliance of District Engineers with DO 23, s. 1988, Infrastructure Information Dissemination Program)									
	Compliance with		Compliance with		Compliance with		Compliance with		Compliance with	
	DE's responsi-		DE's responsi-		DE's responsi-		DE's responsi-		DE's responsi-	
	bilities		bilities		bilities		bilities		bilities	
	Nos.	= Points	Nos.	= Points	Nos.	= Points	Nos.	= Points	No.	= Points
	No. 1 to 9 - 100		1 to 8	94	1 to 4	84.0	1 & 8	74	1 only	64
			1 to 7	91	1 to 3	79.5				
			1 to 6	88	1 to 2	75.0				
			1 to 5	85						

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
5.3 Relationship with Subordinates/ Peers/Superior	: Absence of valid		: Absence of valid		: Absence of valid		: Presence of valid		: There are numerous:	
	: complaints from		: complaints from		: complaints from		: complaints from		: valid complaints	
	: the rank & file;		: the rank and file		: the rank and file		: employees, a good		: and grievances of	
	: ratee well liked,		: and ratee is res-		: and ratee is res-		: number of the		: employees against	
	: respected and		: pected by a great		: pected by a majo-		: employees still		: ratee.	
	: obeyed by the		: majority of the		: rity of the		: have respect on		:	
	: employees.		: employees.		: employees.		: the ratee.		:	
	:		:		:		:		:	
	: % = Points		: % = Points		: % = Points		: % = Points		: % = Points	
	:		:		:		:		:	
	: 100 100		: 94 94		: 84 84		: 74 74		: 64 64	
	: 98 98		: 93 93		: 83 83		: 73 73		: 63 63	
	: 97 97		: 92 92		: 82 82		: 72 72		: 62 62	
	: 96 96		: 91 91		: 81 81		: 71 71		: 61 61	
	: 95 95		: 90 90		: 80 80		: 70 70		: 60 60	
	:		: 89 89		: 79 79		: 69 69		: 59 59	
	:		: 88 88		: 78 78		: 68 68		: 58 58	
	:		: 87 87		: 77 77		: 67 67		: 57 57	
	:		: 86 86		: 76 76		: 66 66		: 56 56	
	:		: 85 85		: 75 75		: 65 65		: 55 55	
	:		:		:		:		: 54 54	
	:		:		:		:		: 53 53	
	:		:		:		:		: 52 52	
	:		:		:		:		: 51 51	
	:		:		:		:		: 50 50	
	:		:		:		:		:	
5.4 Public Acceptability	:		: (Involvement in civic/professional activities/organization		:		:		:	
	:		: of ratee in the locality where he is presently assigned)		:		:		:	
	:		:		:		:		:	
	: Nos. = Points		: Nos. = Points		: Nos. = Points		: No. = Points		: Negative/Passive	
	: 6 or more 100		: 3 94		: 1 84		: 0 74		: attitude - 64pts.	
	: 5 97.5		: 2 85		:		:		:	
	: 4 95		:		:		:		:	

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE				
	95-100	85-94	75-84	65-74	50-64
					61 56.46
					60 55.88
					59 55.30
					58 54.72
					57 54.14
					56 53.56
					55 52.98
					54 52.40
					53 51.82
					52 51.24
					51 50.66
					50 50.0
6.1.2 Authority properly delegated to and exercised by staff (50%)	(Percent of delegable authority properly delegated and exercised)				
	% = Points	% = Points	% = Points	% = Points	% = Points
	Note: In converting percentages to points follow 2.1				
6.2 Personnel Discipline	(Percent of personnel who complied with laws, rules and regulation governing employees)				
	% = Points	% = Points	% = Points	% = Points	% = Points
	Note: In converting percentages to points follow 2.1				

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE									
	95-100		85-94		75-84		65-74		50-64	
5.5 Absence/Presence of Valid Complaints	No pending civil/ administrative/ criminal case nor even a single public complaint against ratee.	No pending civil/ administrative/ criminal case but there is/are some public complaints against the ratee.	No pending civil/ administrative/ criminal case but there are numerous public complaints against the ratee.	No pending civil/ administrative/ criminal case but there are numerous public complaints against the ratee.	With one pending civil/administrative/criminal case and a few valid public complaints against ratee.	With 2 or more civil/administrative/criminal cases and numerous valid complaints against ratee.				
	(In rating the above items follow the same rating scale as in 5.3 Relationship with Subordinates/Peers/Superior)									
6.0 PERSONNEL MANAGEMENT	(Percentage of personnel who performed their assigned task)									
6.1 Personnel Utilization										
6.1.1 Assigned Tasks being performed by staff (50%)	% = Points	% = Points	% = Points	% = Points	% = Points	% = Points	% = Points	% = Points	% = Points	% = Points
	100 100	94 94	90 84.0	84 74	74 64.0					
	99 99	93 91	89 82.2	83 73	73 63.42					
	98 98	92 88	88 80.4	82 72	72 62.84					
	97 97	91 85	87 78.6	81 71	71 62.26					
	96 96		86 76.8	80 70	70 61.68					
	95 95		85 75.0	79 69	69 61.10					
				78 68	68 60.52					
				77 67	67 59.94					
				76 66	66 59.36					
				75 65	65 58.78					
					64 58.20					
					63 57.62					
					62 57.04					

CONVERSION TABLE
(Actual Accomplishments in Percentage, Days and Peso to Point Score)

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AREA OF EVALUATION	EQUIVALENT POINT SCORE				
	95-100	85-94	75-84	65-74	50-64
6.3 Personnel Welfare and Development					
6.3.1 Enjoyment of Employee Benefits (50%)	(Percent of personnel satisfied in the enjoyment of employee benefits)				
	% = Points	% = Points	% = Points	% = Points	% = Points
	Note: In converting percentages to points follow 2.1				
6.3.2 Implementation of a career development program in the office (50%)	(Observance in the implementation of career development program in the office in percent)				
	% = Points	% = Points	% = Points	% = Points	% = Points
	Note: In converting percentages to points follow 2.1				



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-7 DPWH

√-24-93

May 17, 1993

MEMORANDUM


T O : All Regional Directors
Assistant Regional Directors
District Engineers

This Department

In computing the performance rating of District Engineers prescribed under D.O. 85, S. of 1993, amending certain provisions of the New Performance Appraisal System for District Engineers, established under D.O. 187, S. of 1992, please take note that the percentage weight for the following sub-responsibility areas indicated in the Performance Criteria and Standards (Annex A) are as follows:

- 1.2.1.1 Timeliness of testing materials relative to its actual use (15%)
- 1.2.1.2 Compliance to quality control policies (20%)
- 1.2.1.3 Quality of completed work (65%)
- 1.2.2.1 Adequacy/reliability of laboratory equipment and facilities (40%)
- 1.2.2.2 Compliance with standards sampling and testing methods (60%)

Please be guided accordingly.


EDMUNDO V. MIR, CESO I
Acting Secretary