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

November 5, 1992

DEPARTMENT ORDER )

NO. **187** )

Series of 1992 )

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SUBJECT: **New Performance Appraisal  
System for District  
Engineers**

In order to objectively appraise the performance of District Engineers and to provide a rational and reliable basis for personnel actions, a New Performance Appraisal System (NPAS) for District Engineers is hereby established.

1.0 Coverage  
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The appraisal system shall be used exclusively in evaluating the performance of District Engineers.

2.0 Areas of Evaluation  
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All District Engineers shall be evaluated on the following major responsibility areas:

Responsibility Area	Percentage Weight
2.1 Project Implementation (Maintenance)	80
2.2 Project Implementation (Construction)	10
2.3 Annual District Infrastructure Plans and Programs	3
2.4 Monitoring and Reporting	3
2.5 Personnel Management	2
2.6 Public Relations	2
Total	100

3.0 Performance Levels  
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3.1 The performance of District Engineers shall be rated in accordance with the following scale:

Adjective Rating	Numerical Rating (Overall Point Score)
Outstanding	95 - 100
Very Satisfactory	85 - 94
Satisfactory	75 - 84
Unsatisfactory	65 - 74
Poor	64 - and below

- 3.2 Only District Engineers with Outstanding and Very Satisfactory performance ratings shall be considered for promotion.

#### 4.0 Performance Criteria and Standards

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- 4.1 The performance of the District Engineer on the 6 responsibility areas shall be evaluated on the basis of the Performance Criteria and Standards set forth in Annex "A", which is made an integral part of the NPAS.
- 4.2 The Performance Criteria and Standards shall serve as guide in determining the corresponding rating of the ratee in each of the 6 major responsibility areas based on his actual performance on the sub-responsibilities/functions under each major responsibility area.

#### 5.0 Mechanics of Rating

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The point score of the ratee on each of the major responsibility areas shall be assessed on the basis of his actual accomplishment on each of the sub-responsibilities under it during a particular evaluation period, taking into account the prescribed Performance Criteria and Standards. The computation of the points earned is detailed in ANNEX "B."

#### 6.0 Appraisal Procedure

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##### 6.1 Documentation of Ratings

At the end of each rating period the concerned Division Chief in the regional office shall furnish the Assistant Regional Directors concerned the records, accomplishment reports and other related facts or documents pertaining to the actual accomplishments of the District Engineers. The Assistant Regional Directors shall go over the documents, including the S-Curve reports and other pertinent data on which they shall base their assessment after validating these through ocular inspection of projects, interviews of personnel, and other feedback mechanisms.

- 6.2 The rating form shall be accomplished in four (4) copies and as accomplished shall be distributed as follows: the original to the personnel office, the duplicate to the ratee concerned, the triplicate and the quadruplicate to the raters.

### 6.3 Performance Appraisal Report (PAR)

The prescribed Performance Appraisal Report form (Annex "C") shall be used in rating the District Engineers.

Based on the instructions indicated in ANNEX "B" the raters shall determine the points earned for each sub-responsibility area, and the overall performance rating mentioned in paragraph B.2 thereof.

### 6.4 Raters

The Assistant Regional Directors shall rate the District Engineers under their respective jurisdictions.

- 6.4.1 The Assistant Regional for Services shall give the rating on the following responsibility/sub-responsibility areas: Materials and Quality Control; Plans and Program of Work Preparations; Annual District Infrastructure Plans and Programs; and Funds Utilization and Control
- 6.4.2 The Assistant Regional Director for Operations shall give the rating on the following responsibility areas: Project Implementation (Maintenance and Construction) and Project Supervision
- 6.4.3 Both Assistant Regional Directors shall give their own individual ratings on each of the Responsibility Areas of Personnel Management; Public Relations, and Monitoring and Reporting, the average of which shall be the rating on the responsibility/sub-responsibility areas mentioned.

### 6.5 Confirmation of Ratings

- 6.5.1 The Assistant Regional Directors shall discuss with the ratee the rating given and shall be confirmed by their signatures. In case of disagreement the matter shall be brought on appeal provided for under 6.6.
- 6.5.2 The performance rating given to District Engineers shall be subject to the review and concurrence of the Regional Director together with his observations on the ratee's Promotional Potentials/Development Needs on the space provided for the purpose.

#### 6.6 Appeals from Rating

Appeals from ratings shall be settled at the level of the Regional Director. In case of dissatisfaction, the ratee may appeal to the DPWH Grievance Committee, in accordance with the duly established Grievance Procedure of the Department within fifteen (15) days after receipt of his copy of his performance rating. Failure to file an appeal within the prescribed period shall be deemed a waiver of such right.

#### 7.0 Rating Period

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The rating period shall be every six months ending in June 30 and December 31 of every year. Performance appraisal shall be done within 15 days after the end of the rating period.

#### 8.0 Effectivity

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This Department Order supersedes Department Order No. 124, dated August 28, 1989 and shall take effect on the second rating period of CY 1992.

  
JOSE B. DE JESUS  
Secretary