

**UNIVERSITY OF THE PHILIPPINES**  
**Research, Extension and Professional Staff (REPS) Performance Evaluation System (REPS PES)**

Rating  January – June 20\_\_\_\_\_  
 Period :  July – December 20\_\_\_\_\_

SURNAME	FIRSTNAME	MIDDLE NAME	Unit/Office/Dept	Position

Part I = 80%	Performance Measures	Range	Workload	Performance Measure Rating (PMR)	Weighted Score
	(R)esearch	50-100%			
	(E) xtension				
	(P)rofessional (S)ervices				
	(I)nstruction	0-25%			
	No. Of Units				
	No. of Advisees				
	(AD)mistrative	0-49%			
			0%	Total Weighted Score (TWS)	0.000
	(TWS X 0.8) TOTAL Part I				0.000

Part II = 20%	CRITICAL FACTORS (CF)		SCORE
	Total Weighted Score (TWS)		
	(TWS x 0.2) TOTAL Part II		0.0000

Part III	INTERVENING TASKS (IT), if applicable	
	TOTAL PES SCORE (I + II + III)	0.0000
	Adjectival Rating	#N/A

**Areas for Improvement**

The above rating has been discussed with me by my immediate supervisor on \_\_\_\_\_ (mm/dd/yy). Areas for improvement have been mutually agreed upon and I fully commit myself.

Confirmed by:  
**IMMEDIATE SUPERVISOR**

Attested by:  
**HEAD OF UNIT**

REPS Signature  
 Date: \_\_\_\_\_

(Printed name/Signature)  
 Date: \_\_\_\_\_

(Printed name/Signature)  
 Date: \_\_\_\_\_

**UP REPS PES Form**

**UNIVERSITY OF THE PHILIPPINES**  
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Rating  January – June 20  
 Period :  July – December 20

SURNAME	FIRSTNAME	MIDDLE NAME	Unit/Office/Dept.	Position

**SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

PERFORMANCE TARGETS				PERFORMANCE RATING	
Performance Measures (Mark "X" one only)	Entry Number	Tasks/Expectation/Output	Weight	Rating	Weighted Rating
R					0.000
E					0.000
PS					0.000
I					0.000
AD					0.000
(PMR)					0.000

**SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

PERFORMANCE TARGETS				PERFORMANCE RATING	
Performance Measures (Mark "X" one only)	Entry Number	Tasks/Expectation/Output	Weight	Rating	Weighted Rating
R					0.000
E					0.000
PS					0.000
I					0.000
AD					0.000
(PMR)					0.000

**Certified True and Correct:**

Confirmed by:  
**IMMEDIATE SUPERVISOR**

Attested by:  
**HEAD OF UNIT**

REPS Signature \_\_\_\_\_ (Printed name/Signature) \_\_\_\_\_ (Printed name/Signature) \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

## UP REPS PES Form

PART II. CRITICAL FACTORS – 20%	4	3	2	1	Self-rating (40%)
<b>Initiative</b> – ability to plan ahead and/or develop creative ways of dealing with work concerns	A self-starter with exceptional initiative.	Does work without waiting for directions.	Does regular work normally upon instruction.	Lacks initiative.	
<b>Human/Public Relations</b> – Habits, character, conduct	Outstanding and a strong force for office morale.	Fits easily into the group.	Normally tactful and obliging.	Inclined to be quarrelsome; has difficulty in dealing with others.	
<b>Attendance</b> – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period)	0 absence	1-3 absences	4-6 absences	7 and above absences.	
<b>Punctuality (Attendance)</b> – Arrival in the office or where the employee's presence is expected as agreed by the Supervisor and REPS	0 tardiness	1-5 tardiness	6-10 tardiness	11 and above tardiness	
<b>Punctuality (Work Output)</b> – Submission of work and work-related output or timely delivery of services (barring unforeseen events)	100% submission on or before the deadline	90% submission on time	70% - below 90% submission on time	Below 70% submission on time	
<b>Ethical Behavior</b> – Conduct expected of the position	Maintains an unblemished reputation as a professional government employee	Reasonably respectable behavior, performance, conduct or achievement in the observance of norms of conduct	Normally observes ethical standards.	Unacceptable ethical behavior.	
<b>Commitment</b> – Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one's services	Serves as role model for employees, spontaneously renders extra services beyond one's work requirements	Renders extended services willingly upon instruction without expecting extra compensation or sacrificing personal comfort	Ensures that work is finished on time.	Can hardly be counted on to finish assigned tasks.	
<b>Judgment</b> – Ability to grasp the significance of a situation and make sound decisions	Exercises excellent judgment at all times	Demonstrates better judgment most of the time	Manifests acceptable judgment.	Cannot think by himself; lacks confidence; decisions are sometimes unsound.	
<b>Total Weighted Score (TWS)</b>					<b>0</b>

Confirmed by: REPS

Printed name/Signature

Date

## UP REPS PES Form

PART II. CRITICAL FACTORS – 20%	4	3	2	1	Supervisor's-rating (60%)
<b>Initiative</b> – ability to plan ahead and/or develop creative ways of dealing with work concerns	A self-starter with exceptional initiative.	Does work without waiting for directions.	Does regular work normally upon instruction.	Lacks initiative.	
<b>Human/Public Relations</b> – Habits, character, conduct	Outstanding and a strong force for office morale.	Fits easily into the group.	Normally tactful and obliging.	Inclined to be quarrelsome; has difficulty in dealing with others.	
<b>Attendance</b> – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period)	0 absence	1-3 absences	4-6 absences	7 and above absences.	
<b>Punctuality (Attendance)</b> – Arrival in the office or where the employee's presence is expected as agreed by the Supervisor and REPS	0 tardiness	1-5 tardiness	6-10 tardiness	11 and above tardiness	
<b>Punctuality (Work Output)</b> – Submission of work and work-related output or timely delivery of services (barring unforeseen events)	100% submission on or before the deadline	90% submission on time	70% - below 90% submission on time	Below 70% submission on time	
<b>Ethical Behavior</b> – Conduct expected of the position	Maintains an unblemished reputation as a professional government employee	Reasonably respectable behavior, performance, conduct or achievement in the observance of norms of conduct	Normally observes ethical standards.	Unacceptable ethical behavior.	
<b>Commitment</b> – Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one's services	Serves as role model for employees, spontaneously renders extra services beyond one's work requirements	Renders extended services willingly upon instruction without expecting extra compensation or sacrificing personal comfort	Ensures that work is finished on time.	Can hardly be counted on to finish assigned tasks.	
<b>Judgment</b> – Ability to grasp the significance of a situation and make sound decisions	Exercises excellent judgment at all times	Demonstrates better judgment most of the time	Manifests acceptable judgment.	Cannot think by himself; lacks confidence; decisions are sometimes unsound.	
<b>Total Weighted Score (TWS)</b>					<b>0</b>

Confirmed by:

IMMEDIATE  
SUPERVISOR

Printed name/Signature

Date



UP REPS PES Form

PART II CRITICAL FACTORS – 20%	4	3	2	1	A	B
					SELF RATING	SUP RATING
1. <b>Initiative</b> - ability to plan ahead and/or creative ways of dealing with work concerns.	A self-starter with exceptional initiative.	Does work without waiting for directions.	Does regular work normally upon instruction.	Lacks initiative.		
2. <b>Human/Public Relations</b> - Habits, character, conduct	Outstanding and a strong force for office morale.	Fits easily into the group.	Normally tactful and obliging.	Inclined to be quarrelsome; has difficulty in dealing with others.		
3. <b>Attendance</b> - Number of absences incurred (exclusive of 7.5 days VL and mandatory leave per rating period)	0 absences	1-3 absences	4-6 absences	7 and above absences		
4. <b>Punctuality</b> (Attendance) Arrival in the Office or whatever the employee's presence is expected as agreed by the Supervisor and REPS.	0 tardiness	1-5 tardiness	6-10 tardiness	11 and above tardiness		
5. <b>Punctuality</b> (Work-output) Submission of work and work related output or timely delivery of services (barring unforeseen events)	100% submission on or before the deadline.	90% submission on time	75% below 90% submission on time.	Below 70% submission on time.		
6. <b>Ethical Behavior</b> - Conduct expected of the position.	Maintains an unblemished reputation as a professional government employee.	Reasonably respectable behavior, performance, conduct of norms of conduct	Normally observes ethical standards.	Unacceptable ethical behavior.		
7. <b>Commitment</b> - Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one's services.	Serves as role model for employees, spontaneously renders extra services beyond one's work requirements.	Renders extended services upon instruction without expecting extra compensation or sacrificing personal comfort.	Ensures that work is finished on time.	Can hardly be counted on to finish assigned tasks.		
8. <b>Judgment</b> - Ability to grasp the significances of a situation and make sound decision.	Exercises excellent judgment at all times.	Demonstrates better judgment most of the time.	Manifests acceptable judgment.	Cannot think by himself; lacks confidence; decisions are sometimes unsound.		
SUB-TOTAL SCORE						
TOTAL SCORE ( C )						

PART I	WEIGHT	EQ. PT. SCORE	INSTRUCTIONS: Do not leave any unfilled portion.	EQUIVALENT	NUM.	ADJ.
PART II		x 20%		Compute for A: ( <u>        Total Score        </u> ) 0.40	3.5 – 4.00	O
OVERALL POINT SCORE				( 8 or 9 whichever is applicable )	3.0 - 3.49	VS
ADD: INTERVENING TARGET, IF ANY					2.5 – 2.99	S
TOTAL NUMERICAL RATING				Compute for B: ( <u>        Total Score        </u> ) 0.60	below 2.5	U
EQUIVALENT ADJECTIVAL RATING				( 8 or 9 whichever is applicable )		
				Compute for C: Sum of A and B		
AREAS FOR IMPROVEMENT _____						

RATEE

DATE

SUPERVISOR

DATE

HEAD OF UNIT

DATE

UPM-HRD-F5

Rev. 0 Page 5 of 5

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