

PERFORMANCE APPRAISAL SYSTEM FOR LEGAL OFFICER

Name: _____ School _____
 District/Division: _____ Region: _____
 Rating Period: ___First Semester___ Second Semester School Year: _____

Outstanding
Very Satisfactory
Satisfactory
unsatisfactory
Poor
Equivalent

PERFORMANCE INDICATOR	10	8	6	4	2	RATING
I. OCCUPATIONAL COMPETENCE (70%)						
<i>A. ADMINISTRATIVE CASE</i>						
1. prepares referrals/letters/endorsements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Conducts preliminary investigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Conducts formal investigation/hearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
a. Hearing Officer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Counsel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Renders and writes decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>B. WRITES OPINION/RULINGS</i>						
For Chief/Assistant Chief Functions:						
1. Plans/organizes work of the division	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Directs work of the division	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Staff development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Monitors and evaluate preparation of case reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Recommends/approves work outputs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>Total Score</i>						
<i>Total Rating for I [(total score/10) x70%]</i>						
II. PROFESSIONAL AND PERSONAL CHARACTERISTICS (20%)						
1. Decisiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Honesty/Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Dedication/Commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Initiative/Resourcefulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Courtesy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Human relationship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Stress Tolerance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. fairness/Justice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. Proper Attire/Good grooming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>Total Score</i>						
<i>Total rating for II [(total score/10) x20%]</i>						
III. ATTENDANCE AND PUNCTUALITY (10%)						
(including division/regional meeting and other required activities)						
Punctuality-no. of times tardy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Attendance-no. of days absent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>Total score</i>						
<i>Total rating for III [(total score/2) x10%]</i>						
Grand Total						

SUMMARY OF RATINGS

I. Occupational Competence (70%)
 II. Professional and personal Characteristics (20%)
 III. Punctuality/Attendance (10%)
 TOTAL
 PLUS FACTOR (2)
 OVER-ALL RATING
 Descriptive Rating

Remarks: _____

RATEE:

CONFERRED WITH:

 Immediate Supervisor/Rater

CONFORME:

 Ratee

RECOMMENDING APPROVAL

APPROVED BY:

KEY TO DESCRIPTIVE RATING
 8.60-10 = Outstanding
 6.60-8.50 =Very Satisfactory
 4.60-6.50 =Satisfactory
 2.60-4.50 =unsatisfactory
 2.50 & below =Poor