

**PERFORMANCE APPRAISAL SYSTEM FOR THE ADMINISTRATIVE GROUP  
(PASAG- OFFICERS II OR EQUIVALENT POSITIOS)**

Name: \_\_\_\_\_ District/Divisions: \_\_\_\_\_  
 Region: \_\_\_\_ Rating Periods: \_\_ First Semester \_\_ Second Semester \_\_ School Year \_\_\_\_\_

PERFORMANCE INDICATOR						RATING
	10	8	6	4	2	
<b>I. Occupational Competence(70%)</b>						
1. Gathering and Organizing Tasks:						
1.1 Gathering data/ information as inputs policy/ standard/ program/ Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Organizes data/ information for the preparation of program Project research/ publication and other technical matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Data Analysis and Interpretation Tasks						
2.1 Analyses data/ information for the development/prepare of programs/ projects/ researches/ office operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Consolidate reports on categorized data/data aggregates from the fields and central offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Design Tasks						
3.1 Assists in the preparation/formulation of a plan/program project/design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2 Assists in the preparation of proposal for program/project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Implementing tasks						
4.1 Carries out activities relative to the implementation of programs/ Projects/researches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Prepares reports/communications pertaining to the implementation of program/project/research/activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Monitoring and evaluating tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Reviewing Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Coordinating Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL SCORE</b>						
<b>TOTAL RATING FOR II (Total score/10)x20%</b>						
<b>II PERSONAL CHARACTERISTICS (20%)</b>						
1. Decisiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Honesty/Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Dedication/commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Initiative/ Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Human Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Stress Tolerance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Fairness/Justice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Proper Attire/Good Grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL SCORE</b>						
<b>TOTAL RATING FOR II (Total score/10)x20%</b>						
<b>III. PUNCTUALITY/ATTENDANCE(10%)</b>						
Punctuality – no. of times of Tardy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance – no. of Days absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL SCORE</b>						
<b>TOTAL RATING FOR III(Total Score /2)x10%</b>						
<b>GRAND TOTAL</b>						
<b>PLUS FACTOR</b>						
(.5 each indicator but not exceed 2 points for the total)						
1. Performed functions of higher position						
2. Develop plans/standards which were implemented						
3. Showed gallantry and bravery in times of emergency, calamity and disaster						
4. Served as resource person in regional conferences/seminars/workshops						
<b>SUMMARY OF RATINGS</b>						
I. Occupational Competence(70%)						
II. Professional and personal Characteristics(20%)						
III. Punctuality/Attendance(10%)						
<b>TOTAL</b>						
<b>PLUS FACTOR</b>						
<b>OVER-ALL RATING</b>						
<b>Descriptive Rating</b>						

**Remarks :** \_\_\_\_\_  
 \_\_\_\_\_

RATEE \_\_\_\_\_ CONFERRED WITH \_\_\_\_\_

CONFORMEE \_\_\_\_\_ Immediate Supervisor/Rater

Signature of Ratee \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
 RECOMMENDING APPROVAL

KEY TO DESCRIPTIVE RATING  
 8.60 – 10 = Outstanding                      2.60 – 4.50 = Un Satisfactory  
 6.60 – 8.50 = Very Satisfactory            2.50 – below = Poor  
 4.60 – 6.50 = Satisfactory

PARC ACTION:  
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