

EMPLOYEES PERFORMANCE EVALUATION

Section 1. Objectives:

- a. To effectively measure an employee’s work attitude and performance as basis for the annual salary increase and year-end awarding of Most Outstanding Employee;
- b. To identify strengths and weaknesses of employees to determine appropriate intervention; e.g., trainings for the improvement of the service of DABIREMCO;
- c. To maintain and assess the potential of an employee for growth and promotion; and
- d. To provide a feedback to employees of their performance and attitude towards their work and peers.

Section 2. Coverage

The employees’ performance evaluation shall cover all operations staff handling administrative and accounting, canteen and photocopying operations, whether regular, under probationary status or under contract arrangement.

Section 3. Effectivity and Frequency

The performance evaluation shall be administered on a semestral basis effective on the 1st semester of 2018 covering the employees’ performance from January 1 to June 2018 and shall continue every semester thereafter, within thirty (30) days following the close of the 6-month period.

Section 4. Performance Evaluation Mechanics

- 1. The evaluation of the employee’s performance shall be carried out using the PERFORMANCE EVALUATION FORM.
- 2. The Raters shall be as follows:

EMPLOYEE	RATER 1	RATER 2	RATER 3
1. Manager	Chairperson	1 BOD	Ethics Committee
2. Operations Officer	Manager	1 BOD	Ethics Committee
3. Accounting Officer	Manager	Chairperson	Ethics Committee
4. Administrative Officer	Manager	Chairperson	Ethics Committee
5. Canteen Supervisor	Manager	Chairperson	Ethics Committee
6. Operations Assistant	Manager	Operations Officer	Ethics Committee
7. Bookkeeper/ Accounting Staff	Manager	Accounting Officer	Ethics Committee
8. Admin. Assistant	Manager	Admin. Officer	Ethics Committee
8. Cashier	Manager	Canteen Supervisor	Ethics Committee
9. Canteen Crew	Manager	Canteen Supervisor	Ethics Committee
10. Photocopying Operators	Manager	Canteen Supervisor	Ethics Committee of the assigned District In-Charge

3. *The results of the evaluation shall be added in computing the average result for the semester.*
4. *The average results of the two (2) semestral evaluation shall be the final basis in ranking employee's performance during the year which may entitle the employee to a salary increase and/or the "Most Outstanding Employee" award.*
5. *Shall in no case the results of the evaluation be divulged to other parties except the ratee during a one-on-one feedback session.*

Section 4. Performance Evaluation Indicators/Ratings

The employees shall be evaluated using the behavior and physical performance factors on a 40% and 60% weigh on the total result, respectively (refer to employee performance evaluation form). The basis for ranking employee's performance shall be the average result of the evaluation carried out by the respective raters during the two (2) semesters.

Section 5. Feedback mechanism

The results of the performance evaluation shall be discussed and deliberated among the identified raters. All pertinent information shall be held confidential and never be disclosed to other parties except to the respective employee during a one-on-one feedback session. The session shall serve as venue to affirm the employee's positive performance and at the same time to provide the employee the opportunity to constructively know the areas for improvement.

Section 6. Incentives

- A. *Salary increase. The employee, depending on the average result of the performance evaluation, shall be entitled to an annual salary increase in the following rates:*

RATE	RATE OF SALARY INCREASE
5%	10%
4%	8%
3%	6%
2%	4%

- B. *Most Outstanding Employees. The employee shall receive a certificate and an in-kind incentive.*

PERFORMANCE EVALUATION FORM

Employee's Name		Job title	
Date of Evaluation		Period of service	
Reviewer's name		Reviewer's position	
Rating Period			

RATINGS KEY

5 – Outstanding - Employee exceeds expected job performance.
4 - Above average - Employee exceeds job expectations with an above average performance level.
3 - Average - Employee meets job expectations with normal or average performance.

2 - Below average - Employee is below expected performance, meets only few requirements.
1 - Needs improvement - Employee does not meet expectations at all.

EVALUATION FACTORS		RATINGS				
I. BEHAVIORAL (40%)		5	4	3	2	1
Job performance	Follows through with tasks and responsibilities in an appropriate and timely manner.					
	Completes work assignment accurately and efficiently.					
	Performs assigned duties with little or no supervision.					
	Works well with fellow employees/peers.					
	Complies with company policies and procedures.					
	Willingly accepts work assignments.					
	Shows initiative or resourcefulness in handling situations and/or problems in the assigned task or in the work area.					
	Maintains neat and orderly workstation.					
Communication Skills/ Working relationship with others	Communicates clearly and courteously with customers.					
	Communicates ideas, suggestions, issues or problems to peer/s with clarity and courtesy.					
	Collaborates with others to complete tasks and solve problems.					
	Demonstrates a pleasant calm personality when dealing with customers and fellow employees.					
	Accepts constructive criticism without unfavorable responses.					
	Demonstrates respect for work and ideas of others.					
	Follows instruction, and asks questions when needed.					
Attendance & Punctuality**	Observes punctuality when coming to work.					
	Has good overall attendance record.					
Knowledge and skills	Meets expected job requirements for the position.					
	Good working knowledge of job assignment.					
	Shows interest in improving knowledge or developing new skills.					
TOTAL						

EVALUATION FACTORS					
II. PHYSICAL PERFORMANCE (60%)		Current Period	Prior Period	% of increase (decrease)	Rating *
MANAGER	Increase in sales/revenue				

	(10% over prior period)				
	Catering				
	Canteen				
	Photocopying services				
	Rice in bags				
	Amount of Loans Extended				
	No. of Loans Processed				
	Timely submission of Annual Reports to BIR and CDA (2 days before the deadline)				
ACCOUNTING OFFICER	Timely submission of Financial Statements (10 th day of the following month)		Date submitted	No. of days advance/ (delay)	Rate
		1 st month of the semester			
		2 nd month of the semester			
		3 rd month of the semester			
		4 th month of the semester			
		5 th month of the semester			
		6 th month of the semester			
	Timely submission of Bank Reconciliation Statement	1 st month of the semester			
		2 nd month of the semester			
		3 rd month of the semester			
		4 th month of the semester			
		5 th month of the semester			
		6 th month of the semester			

ACCOUNTING STAFF	Timely preparation of Statement of Accounts for submission to BIR (cut-off every 28 th day of the Month)				
	Timely remittance of monthly/quarterly/ yearly tax returns and insurance premiums (2 days before the deadline)				
	Timely preparation of Summary of Photocopying Charges for Billing to BIR (10 th day after the close of each month)				
	Timely preparation of Operators Share Summary Report (cut-off every 6 th and 21 st day of the month)				
	Prompt preparation of check vouchers with complete supporting documents and routed for signatures				
ADMIN. OFFICER	Prompt encoding of Monthly BIR Remittances to individual ledger account				
	Timely submission of Summary Report of Attendance				
	Prompt issuance of Receipts and Invoices for endorsement to the Treasurer				
	Efficiently handles Unified Transactions such as airline ticketing, load wallets, money remittances, and etc.				

	Efficiently maintains filing of confidential and important documents				
	Documents cooperative events				
	Effectively handles cooperative seminars and events of the cooperative				
	Effectively maintains the records of property accountabilities				
OPERATIONS OFFICER	Encoding of Receiving Reports for purchases and consignments (3 days after the date of purchase)				
	Timely monitoring of Photocopying Reports of Davao, Mati, and Tagum operators (10 days after the close of each month)				
	Effective monitoring of catering services				
	Prompt liquidation of advances used in the operations (7 days from date of operation)				
	Timely preparation of Billing Statement for submission to the clients				
CANTEEN SUPERVISOR	Timely submission of Monthly Physical Inventory of Stocks (2 days after the end of the month)				
	Timely submission of consignment reports (cut-off every Tuesday)				
	Timely submission of purchase receipts (2 days after the date of purchase)				

CANTEEN (Canteen staff only)	Cash Shortage (# of times within the semester)				
	Inventory Shortage (# of times within the semester)				
	Increase in sales/revenue by 10% over prior period				
PHOTOCOPYING (Photocopier operator only)	Spoilage (decrease by 20% over prior period)				
	Increase in revenue (10% over prior period)				

* 20% over target – 5 pts

10% over target – 4 pts

100% of target - 3%

Below target but not lower than 80% - 2%

Lower than 80% but not below 50% of target – 1%

Below 50% of target – 0%

** ATTENDANCE & PUNCTUALITY SCORE MATRIX

TARDINESS	*ABSENCES	Equivalent Point	Score	
			Tardiness	Absences
0	0	5		
1-3	1-5	4		
4-6	6-10	3		
7-10	11-15	2		
More than 10 times	More than 15 days	1		

*Excluding Mandatory Leaves

III. AREAS FOR IMPROVEMENT/COMMENDATION

RATING SUMMARY		
EVALUATION FACTORS	TOTAL/AVERAGE RATING	OVERALL WEIGHT
BEHAVIORAL (40%)		
PHYSICAL PERFORMANCE (60%)		
TOTAL		

RATER:

RATEE:

SIGNATURE OVER PRINTED NAME

POSITION: _____

SIGNATURE OVER PRINTED NAME

POSITION: _____