



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. 069 *4w*  
Series of 2022

**TO :** ALL HEADS OF OFFICES, DIVISIONS, SPECIAL PROGRAMS AND ATTACHED AGENCIES IN THE OFFICE OF THE CHIEF MINISTER  
Bangsamoro Autonomous Region in Muslim Mindanao

**SUBJECT :** SUBMISSION OF PERFORMANCE EVALUATION FORM (PEF)

**DATE :** 19 JUMADA-AWWAL 1444 | 13 DECEMBER 2022

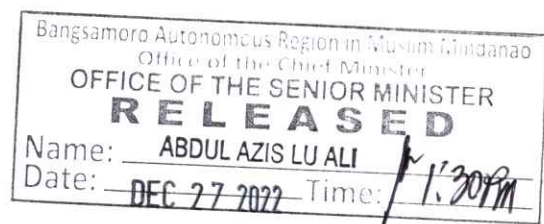
1. Pursuant to Memorandum Order No. 0661, s. 2021 with the subject "Performance Evaluation Form (PEF)", all heads of offices, services, divisions, attached agencies, and special programs in the Office of the Chief Minister (OCM) are hereby directed to accomplish the PEF of their respective Contract of Service Personnel (CoSP).
2. The PEF shall serve as a tool for official documentation of the employee's performance for the preceding semester, thereby serving as a basis for contract renewal.
3. In light of the foregoing, kindly submit the duly accomplished PEF to the Office of the Senior Minister (OSM) on or before **29 December 2022**. If PEF is not submitted, no contract renewal will be processed.
4. Attached herewith are the two (2) sample PEF's for your reference. The first is exclusively developed for the General Services Division - Administrative Management Service (GSD-AMS) while the second form is applicable to all CoSP and JOs under offices, service, divisions, attached agencies, and special programs in the OCM.
5. For questions and/or clarifications, please contact Ms. Tasneem U. Donia at mobile no. 0992-213-4783.

For strict compliance.

*By Authority of the Chief Minister*  
**AHOD B. EBRAHIM**

*ABDULRAOFA. MACACUA*  
Senior Minister

OCM-BARMM RD-AMS  
AAA136828



RECEIVED FOR ROUTING

By: FATIMA  
Date: 27 DEC 2022  
Time: 1:46 PM



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**  
 Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**PERFORMANCE EVALUATION FORM**  
 (For OCM and Attached Agencies Contract of Service Personnel)

**COS Personnel:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Office/Division:** \_\_\_\_\_  
**Main Function/s:** \_\_\_\_\_  
 \_\_\_\_\_

**Instructions**

This evaluation form lists the criteria and competencies against which you must rank the Contract of Service Personnel (COSP). The criteria listed in this evaluation should accurately reflect the COSP's overall performance as it relates to the duties/expectations set forth in his or her job description.

Please rate the COSP in each section of this form by checking the box that best fits the rating for each evaluation criterion. The table below is provided for your reference. Kindly add comments, thoughts, and observations relevant and essential to the evaluation process.

<b>OUTSTANDING</b> – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
<b>SATISFACTORY</b> – Performs job duties at a satisfactory level according to job description under normal supervision and direction.
<b>NEEDS IMPROVEMENT</b> – Consistently fails to meet job duties and expectations; performs at a level demonstrably below OCM requirements; improvement is immediately required to maintain engagement as COSP.

**Rating Scale:** O – Outstanding      S – Satisfactory      NI – Needs Improvement

		Evaluation Criteria	O	S	NI
Excellence	1	Good working knowledge of job assignment.			
	2	Able to work under pressure.			
	3	Submits final outputs with less to no error.			
	4	Holds self accountable for responsibilities and sees tasks through to completion in a timely manner.			
	5	Performs assigned duties with minimal to no supervision.			
	6	Accepts constructive criticisms professionally and strives to improve performance in areas with identified gaps.			
Cooperation and Flexibility	7	Willingly accepts work assignments, including sudden changes thereto.			
Proactiveness	8	Takes charge and acts on a task or situation, as may be proper, without waiting to be assigned therein.			
	9	Voluntarily extends assistance to colleagues.			
Communication	10	Communicates clearly, intelligently, and professionally in person, via virtual platforms, and mobile or telephone contacts.			
Reliability and Integrity	11	Reports to work on time regularly.			
	12	Uses work hours productively and accordingly.			
	13	Uses office resources according to its official purpose.			
Responsiveness	14	Acts promptly with inputs or outputs relevant to the task assigned.			

Professionalism	15	Demonstrates professional demeanor when dealing with supervisors, colleagues, and clients, and treats them with respect.			
	16	Dresses appropriately for work and follows the dress code pursuant to Memorandum Order No. 578 s 2020.			
	17	Maintains neat and orderly workstation.			
Total No. of Outstanding (O)					
Total No. of Satisfactory (S)					
Total No. of Needs Improvement (NI)					

<b>Overall Assessment</b>	
Use this space to specify the employee's overall job performance. The overall rating should reflect and take into account job criteria as enumerated above.	
<b>Outstanding</b>	<b>1</b>
<b>Satisfactory</b>	<b>2</b>
<b>Needs improvement</b>	<b>3</b>
<b>Comments and Recommendations:</b>	

Evaluated by: \_\_\_\_\_  
*(Name of Section Head / Division Chief, Section/ Division)*

Recommended for renewal:  Yes  No

\_\_\_\_\_  
 (Name of Division Chief/ Office Head, Division/ Office)



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**PERFORMANCE EVALUATION FORM**

(For General Services Division-Administrative Management Service Only)

COS Personnel: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Office/Division: \_\_\_\_\_  
 Main Function/s: \_\_\_\_\_

**Instructions**

This evaluation form lists the criteria and competencies against which you must rank the Contract of Service Personnel (COSP). The criteria listed in this evaluation should accurately reflect the COSP's overall performance as it relates to the duties/expectations set forth in his or her job description.

Please rate the COSP in each section of this form by checking the box that best fits the rating for each evaluation criterion. The table below is provided for your reference. Kindly add comments, thoughts, and observations relevant and essential to the evaluation process.

<b>OUTSTANDING</b> – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
<b>SATISFACTORY</b> – Performs job duties at a satisfactory level according to job description under normal supervision and direction.
<b>NEEDS IMPROVEMENT</b> – Consistently fails to meet job duties and expectations; performs at a level demonstrably below OCM requirements; improvement is immediately required to maintain engagement as COSP.

**Rating Scale:** O – Outstanding    S – Satisfactory    NI – Needs Improvement

Evaluation Criterion		O	S	NI
<b>Conformance to office policies, rules, and regulations</b>	1 Policies, rules, and regulations are followed as prescribed.			
	2 Dresses appropriately for work and follows the dress code pursuant to Memorandum Order No. 578 s 2020.			
	3 Reports to work on time regularly.			
	4 Gives proper notice to supervisor/ oversight in case of justified tardiness or absence/s.			
<b>Abilities, Knowledge, and Skills</b>	5 Exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.			
	6 Efficiently handles a variety of tasks whether or not performed under pressure.			
<b>Quality of Work</b>	7 Completes work with the expected degree of quality (accurate, neat, and adheres to standards), attentive to details, and actively seeks out and corrects quality-control issues.			
<b>Attitude</b>	8 Displays a positive and cooperative attitude about the job role/ assigned work, and the office/ division (i.e. works well with supervisor,			

		colleagues, and clients).			
	9	Builds and maintains healthy working relationships with co-workers.			
	10	Open minded and accepts constructive feedback from supervisor, co-workers, and clients and strives to improve performance in areas with identified gaps.			
	11	Treats supervisor, co-workers, and clients with respect.			
<b>Cooperation and Flexibility</b>	12	Willingly accepts work assignments, including sudden changes thereto.			
<b>Reliability and integrity</b>	13	Work is thorough and ensures the completion of task/s assigned according to set instructions, directives, and procedures.			
	14	Holds self accountable for responsibilities and performs assigned duties with minimal to no supervision.			
	15	Utilizes office budget, equipment, and other resources appropriately and efficiently (e.g. hand tools, power equipment).			
	16	Uses work hours productively and accordingly.			
<b>Proactiveness</b>	17	Takes charge and acts on a task or situation, as may be proper, without waiting to be assigned therein.			
	18	Voluntarily extends assistance to co-workers.			
<b>Responsiveness</b>	19	Acts promptly with inputs or outputs relevant to the task assigned.			
Total No. of Outstanding (O)					
Total No. Of Satisfactory (S)					
Total No. Needs Improvement (NI)					

<b>Overall Assessment</b>	
Use this space to specify the employee's overall job performance. The overall rating should reflect and take into account job criteria as enumerated above.	
<b>Outstanding</b>	<b>1</b>
<b>Satisfactory</b>	<b>2</b>
<b>Needs improvement</b>	<b>3</b>
<b>Comments and Recommendations:</b>	

Evaluated by: \_\_\_\_\_  
 (Name of Section Head/ Division Chief, Section / Division)

Recommended for renewal:  Yes  No

\_\_\_\_\_  
 (Name of Division Chief/ Office Head, Division/ Office)