



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. 0-25 *TP*
 Series of 2023

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

SUBJECT : REVISION OF PERFORMANCE EVALUATION FORM (PEF)

DATE : 25 Dhu'l-Hijjah 1444 AH | 13 July 2023

- To strengthen the culture of performance, and accountability, and sustain the delivery of a responsive, effective, and efficient public service, all offices, divisions, special programs, and attached agencies under the Office of the Chief Minister (OCM) without fiscal autonomy are hereby directed to use the attached revised **Performance Evaluation Form (PEF)**.
- The amended PEF now includes attendance/participation in the Flag Raising Ceremony every Monday and the Flag Retreat every Friday of the week, which will be included in evaluating Contract of Service Personnel (COSP) and shall serve as one of the bases in their renewal.
- Hence, all heads are directed to submit the consolidated monthly flag attendance of their COSP personnel and attach the same in their endorsement for renewal.

For **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM

[Signature]
ABUNAWAS L. MASLAMAMA
 Senior Minister

Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
 OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: *DAIKY*
 Date: JUL 18 2023 Time: 10:20 AM

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Bangsamoro Autonomous Region in Muslim Mindanao
 OFFICE OF THE CHIEF MINISTER
 Records Division - AMS
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 Bhai Elham M. Hadji Guialil *9*
 BY: _____
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 Date: 18 JUL 2023
 Time: 10:50 AM



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.

<p>OUTSTANDING – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.</p>
<p>SATISFACTORY – Performs job duties at a satisfactory level according to job description under normal supervision and direction.</p>
<p>NEEDS IMPROVEMENT – 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.</p>

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	Uses work hours productively and accordingly.			
	12	Uses office resources according to its official purpose.			
	13	Maintains neat and orderly workstation.			
Responsiveness	14	Acts promptly with inputs or outputs relevant to the task assigned.			
Professionalism	15	Reports to work on time regularly (no tardiness/undertime or absences).			
	16	Dresses appropriately for work and follows the dress code pursuant to Memorandum Order No. 578 s 2020.			
	17	Attends flag raising and flag lowering ceremonies.			
	18	Demonstrates professional demeanor when dealing with supervisors, colleagues, and clients, and treats them with respect.			
Total No. of Outstanding (O)					
Total No. of Satisfactory (S)					
Total No. of Needs Improvement (NI)					

Overall Assessment	
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.	
Outstanding	1
Satisfactory	2
Needs improvement	3
Comments and Recommendations:	

Evaluated by: _____
(Name of Section Head / Division Chief/ Immediate Supervisor)

Recommended for renewal: Yes No

 (Name of Division Chief/ Office Head)