



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. 021 *JS*
 Series of 2024

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

SUBJECT : SUBMISSION OF THE PERFORMANCE EVALUATION FORM (PEF) OF CONTRACT OF SERVICE PERSONNEL (COSP)

DATE : 03 Rajab 1445 AH | 15 January 2024

1. Pursuant to Memorandum Order No. 0661, s. 2021 with the subject "Performance Evaluation Form (PEF)" and as a tool for official documentation of the previous year's employee performance, thereby serving as a basis for contract renewal, you are hereby **directed to accomplish the PEF of your Contract of Service Personnel (COSP)**.
2. The duly accomplished PEF shall be submitted to the Office of the Senior Minister (OSM) on or before **31 January 2024**. Contract Renewal shall be acted upon only if PEFs are submitted.
3. Attached are the two (2) sample PEFs for reference. The first sample is exclusively for the Administrative Management Service-General Services Division (AMS-GSD) and the second one applies to all COSP and JOs under the OCM.
4. For questions and/or clarifications, please contact Ms. Czareena U. Paguita at mobile no. 09190038422.

For strict compliance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

[Signature]
ABUNAWAS L. MASLAMAMA
 Senior Minister *JS*

Bangsamoro Autonomous Region in Muslim Mindanao
 Office of the Chief Minister
OFFICE OF THE SENIOR MINISTER
RELEASED
 Name: ABDUL AZIS LU ALI
 Date: 17 JAN 2024 Time: 4:10 PM

Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
 Records Division - AMS
RELEASED
 BY: [Signature]
 DATE: 17 JAN 2024
 TIME: 4:22 PM

RECEIVED FOR ROUTING
 By: Masnah K. Midtimbang
 Date: 17 JAN 2024
 Time: 4:14 PM

OCM-BARMM AMS-RD
 AAA155782





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.

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

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)



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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.

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

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

Evaluation Criterion		O	S	NI
Conformance to office policies, rules, and regulations	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 absences.			
Abilities, Knowledge, and Skills	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.			
Quality of Work	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.			
Attitude	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.			
Cooperation and Flexibility	12	Willingly accepts work assignments including sudden changes thereto.			
Reliability and integrity	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.			
Proactiveness	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.			
Responsiveness	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)					

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, Section / Division)

Recommended for renewal: Yes No

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