



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA

May 12, 1983

Ministry Order
No. 36
Series of 1983

SUBJECT: Performance Appraisal
of District Engineers

TO: All Officials Concerned
This Ministry

In view of the criticality of the performance of all MPWH District Engineers in the planning, construction, and maintenance of public works and highways projects within their respective jurisdiction, the following additional guidelines relative to their performance appraisal are hereby prescribed as supplement to the provisions of Ministry Order No. 25 dated April 15, 1982 and Ministry Order No. 66 dated September 7, 1982:

1.0 Performance Criteria

All district engineers shall be evaluated on the basis of the following criteria:

<u>Responsibility Areas</u>	<u>Weight (In Points)</u>
1.1 Maintenance Programs	20
1.2 Construction Schedules	15
1.3 Equipment Utilization and Maintenance	15
1.4 Materials Quality Control	10
1.5 Plans and Programs	10
1.6 Design Standards	10
1.7 Funds Utilization and Control	5
1.8 Personnel Effectiveness	5
1.9 Management Information	5
1.10 Community Relations/Public Image	5
Total - - - - -	100

2.0 Categorization of Performance Levels

In accordance with the pertinent provisions of Ministry Order No. 25 mentioned above, district engineers shall be adjudged in accordance with the following adjective ratings with the corresponding numerical rating scale:

- 2.1 Outstanding - when the overall numerical rating is between 91-100 points.
- 2.2 Very Satisfactory - when the overall numerical rating is between 76-90 points.
- 2.3 Satisfactory - when the overall numerical rating is between 46-75 points.
- 2.4 Fair - when the overall numerical rating is between 32-45 points.
- 2.5 Unsatisfactory - when the overall numerical rating is between 20-30 points.

3.0 Who Shall Rate

In accordance with Ministry Order No. 66 mentioned above, the district engineer shall be rated by a Performance Appraisal Committee (PAC) composed of the following:

Regional Director - - - - - Chairman
Assistant Regional Director - - - - - Vice-Chairman
Regional Engineering Coordinator - - - - Member
RES Chief and Division Chiefs of the
Regional Office - - - - - Member

4.0 Appraisal Procedure

4.1 Agreement on Commitments

The District Engineer shall accomplish the M.O.R.E. Commitment Sheet and the M.O.R.E. Action Plan, if any, as prescribed in Ministry Order No. 25 dated April 15, 1982. Commitments shall be discussed and agreed upon between the District Engineer and the PAC members concerned.

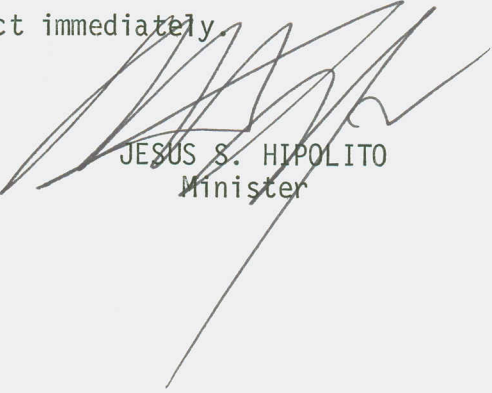
4.2 Documenting Ratings

At the end of each rating period, PAC members in each region shall meet and record on the attached rating form (Performance Appraisal Report for District Engineers) their collective assessment of the performance of each district engineer in their respective region. Per instructions prescribed at the back of the form, numerical ratings shall be summed up and adjective ratings shall be assigned in accordance with the schedule mentioned above.

4.3 Appeals from Ratings

Appeals from ratings made by the PAC shall be addressed to the Minister thru the Deputy Minister concerned.

This Order takes effect immediately.



JESUS S. HIPOLITO
Minister

FORM NO.	Republic of the Philippines MINISTRY OF PUBLIC WORKS & HIGHWAYS		PERFORMANCE APPRAISAL REPORT FOR DISTRICT ENGINEERS		RATING PERIOD		
RATTEE		POSITION TITLE		DISTRICT OFFICE/REGION			
ADJECTIVE RATING		TOTAL POINTS	RATING POINTS CONVERSION:				
			76-90: VERY SATISFACTORY 91-100: OUTSTANDING		31-45: FAIR 20-30: UNSATISFACTORY		
RESPONSIBILITY AREAS	SATISFACTORY PERFORMANCE STANDARDS			POINT SCORE			
			0	VS	S	F	UnS
MAINTENANCE PROGRAMS	Road conditions with numerical rating of 80%-90%; deficiencies not more than 10%. At least 85% of public works facilities usable/operational. Minimal complaints from the public.		20	16	12	8	4
CONSTRUCTION SCHEDULES	At least 75% of programmed projects completed according to approved schedules; project completion cost within $\pm$ 25% of estimate.		15	12	9	6	3
EQPT. UTILIZATION AND MAINTENANCE	At least 90% of equipment utilized; utilization reports submitted regularly. 90% of equipment rentals remitted within the month. At least 75%-80% of equipment operational.		15	12	9	6	3
MATERIALS QUALITY CONTROL	100% compliance to minimum number of tests required per project. Adherence to specifications/quality control of materials. One research on indigenous materials completed within one year.		10	8	6	4	2
PLANS AND PROGRAMS	At least 70% of proposals accepted for integration in MPWH Infra program; proposals supported by required documentation. Consultations made with local leaders as evidenced by absence of complaints.		10	8	6	4	2
DESIGN STANDARDS	Delegated authority for designs exercised to at least 90%; at least 80% of designs approved without revision. 100% enforcement of building code and water rights code. Preliminary engineering works one year ahead of implementation.		10	8	6	4	2
FUNDS UTILIZATION AND CONTROL	90% utilization of cash flow. Money claims settled within "Operation Streamline" policy. Compliance with procurement policies and programs.		5	4	3	2	1
PERSONNEL EFFECTIVENESS	Not more than 10% man-days/hours lost due to absences/tardiness. Annual turnover rate not more than 12%. At least 20% of personnel participate in relevant training. Not more than 5% of personnel disciplined administratively.		5	4	3	2	1
MANAGEMENT INFORMATION	Regular periodic reports submitted on schedule, at least 95% accurate. Calamity damage telegraphic/radio reports within 48 hours; full report within 2 weeks. Special reports adequate and timely.		5	4	3	2	1
COMMUNITY RELATIONS PUBLIC IMAGE	All MPWH Infra programs disseminated within the locality. Respect/esteem of community involvement in at least one active civic/professional activity within the locality.		5	4	3	2	1
COMMUNICATIONAL POTENTIAL		DEVELOPMENT NEEDS		SIGNATURE OF PAC CHAIRMAN		DATE	
				SIGNATURE OF RATEE		DATE	