

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

18 December 1996

DEPARTMENT ORDER

No. 197
Series of 1996

SUBJECT: *Performance Appraisal System for District Maintenance Engineers*

To objectively appraise the performance of District Maintenance Engineers and to provide a rational and reliable basis for personnel actions, a Performance Appraisal System (PAS) for District Maintenance Engineers is hereby established.

1. Coverage

The appraisal system shall be used exclusively in evaluating the performance of District Maintenance Engineers.

2. Areas of Evaluation

All District Maintenance Engineers shall be evaluated on the following major responsibility areas:

Responsibility Area	Percentage Weight
2.1 Project Implementation, Maintenance by Contract (MBC), Highways	35%
2.2 Project Implementation, Maintenance by Administration (MBA), Highways	30%
2.3 Project Implementation, Flood Control	10%
2.4 Project Implementation, Buildings	10%
2.5 Monitoring and Control	5%
2.6 Public Relations	5%
2.7 Personnel Management	5%
	<hr/> 100%

3. Performance Levels

3.1 The Performance of District Maintenance Engineers shall be rated in accordance with the following scale:

Adjective Rating	Numerical Rating (Total Score)
Outstanding	95-100
Very Satisfactory	85-94
Satisfactory	75-84
Unsatisfactory	64-74
Poor	64 & below

3.2 District Maintenance Engineers with outstanding and very satisfactory performance ratings shall be considered for promotion.

4. Performance Appraisal Report (PAR)

4.1 The performance of the District Maintenance Engineer on the responsibility areas shall be evaluated on the basis on the performance criteria and standards set forth in Annex "A" and Guidelines in Scoring Performance of District Engineers set forth in Annex "B" which are made an integral part of the PAS.

4.2 The Performance Criteria and Standards shall serve as guide in determining and corresponding rating of the ratees in each of the major responsibility areas based on his actual performance on the sub-responsibilities/functions under each major responsibility area.

4.3 Based on the instructions indicated in Annex "B", the raters shall determine the points earned for each sub-responsibility area and the overall performance rating.

5. Mechanics of Rating

The score of the ratee on each of the major responsibility areas shall be assessed on the basis of his actual accomplishment on each of the sub-responsibilities under it during a particular evaluation period, taking into account the prescribed Performance Criteria and Standards.

6. Appraisal Procedures

6.1 Documentation of Ratings

At the end of each rating period, the Assistant District Engineer shall furnish the District Engineer concerned the records, accomplishment reports and other related facts or documents pertaining to the actual accomplishment of the District Maintenance Engineer. The Assistant District Engineer shall go over the documents and other data on which he shall base his assessment of personnel and other feedback mechanisms.

- 6.2 The rating form shall be accomplished in four (4) copies and as accomplished shall be distributed as follows: The original to the personnel office, the duplicate to the ratee concerned, the triplicate and the quadruplicate to the Assistant District Engineer and District Engineer.

6.3 Performance Appraisal Report (PAR)

The prescribed Performance Appraisal Report Form (Annex "C") shall be used in rating the District Maintenance Engineers.

Based on the instructions indicated in Annex "B", the rater shall determine the scores earned for each sub-responsibility area and the overall performance rating.

6.4 Rater

The Assistant District Engineer shall rate the District Maintenance Engineer.

- 6.4.1 The Assistant District Engineer shall give the rating on the following responsibility/sub-responsibility areas: Project implementation (MBC, MBA, Flood Control and Buildings), Public Relations, Monitoring and Reporting and Personnel Management.

6.5 Confirmation of Rating

- 6.5.1 The Assistant District Engineer shall discuss with the ratee the rating given and shall be confirmed by their signatures. In case of disagreement, the matter shall be brought on appeal.

6.5.2 The Performance Rating given to District Maintenance Engineers shall be subject to the review and concurrence of the District Engineer.

6.6 Appeals from Rating


Appeals from rating shall be settled at the level of the District Engineer. In case of dissatisfaction, the ratee may appeal to the DPWH Grievance Committee, in accordance with duly established Grievance Procedure of the Department within fifteen (15) days of the receipt of his copy of his performance rating. Failure to file on appeal within the prescribed period shall be deemed a waiver of such right.

7. Rating Period

The rating period shall be every six (6) months ending in June 30 and December 31 of every year. Performance appraisal shall be within fifteen (15) days after the end of the rating period.

8. Effectivity

This Department Order shall take effect on the First Rating Period of CY 1997.


GREGORIO R. VIGILAR
Secretary

GUIDELINES FOR SCORING PERFORMANCE OF DISTRICT MAINTENANCE ENGINEERS

The following are the guidelines for scoring the performance of District Maintenance Engineers, using the forms provided:

1. PROJECT IMPLEMENTATION (MBC) - 35 %

The score for this criterion shall be based on the following aspects:

- 1.1 AWP or Contract Preparation - 10 pts
- 1.2 Project Supervision - 20 pts
- 1.3 Fund utilization and Control - 10 pts
- 1.4 Overall Condition of the Project - 40 pts
- 1.5 Quality Control Implementation - 20 pts

The score for each of the above aspects shall be the product of the points, rating and computed weights. The rating were provided in the attached table of Performance Criteria and Standards. The computed points shall be based on the cost of projects implemeted. Only the five biggest projects shall be considered.

The computation shall be as follows:

COST OF PROJECTS	NO.	SCORE	PRODUCT
Above P 10 M	_____	4	_____
Above P 5 M to P 10 M	_____	3	_____
Above P 1M to P 5 M	_____	2	_____
Less/equal to P 1M	_____	1	_____
TOTAL PRODUCT (TP)			=====

The product shall be equal to the number of projects times the score. The sum of the products shall be the Total Products (TP)

The computed weight will be calculated using this formula:

$$CW = [0.60 + 4/30 \times (TP/5 - 1)] \times 35\%$$

2. PROJECT IMPLEMENTATION (MBA) - 30 %

The score for this criterion shall be computed similar to item 1 above.

3. PROJECT IMPLEMENTATION (FLOOD CONTROL AND DRAINAGE) - 10 %

The score for this criterion shall be computed similar to item 1 above.

4. PROJECT IMPLEMENTATION (BUILDINGS) - 10 %

The score for this criterion shall be computed similar to item 1 above.

5. MONITORING AND CONTROL - 5 %

The score for this criterion shall be based on the following aspects:

- 5.1 Financial Reporting - 50 pts
- 5.2 Project Status Report - 50 pts

The score for this criterion shall be computed similar to item 1 above, except that the computed weight shall be equal to the assigned weight.

6. PROJECT RELATIONS - 5 %

The score for this criterion shall be based on the following aspects:

- 6.1 Inter-Agency Coordination - 20 pts
- 6.2 Information Dissemination - 20 pts
- 6.3 Relationship with Subordinates - 20 pts
- 6.4 Public Acceptability - 20 pts
- 6.5 Absence of Valid Complaints - 20 pts

The score for this criterion shall be computed similar to item 5 above.

7. PERSONNEL MANAGEMENT - 5 %

The score for this criterion shall be based on the following aspects:

- 7.1 Personnel Utilization - 50 pts
- 7.2 Personnel Discipline - 25 pts
- 7.3 Personnel Welfare - 25 pts

The score for this criterion shall be computed similar to item 5 above.

The sum of all Scores shall be the Total Score of the Ratee. The Descriptive Rating shall be based on the following Score Conversion:

95-100 = Outstanding	75-84 = Satisfactory	below 64 = Poor
85-94 = Very Satisfactory	65-74 = Unsatisfactory	

PERFORMANCE CRITERIA AND STANDARDS

"Annex A"

RESPONSIBILITY AREAS	R A T I N G				
	100	90	80	70	60
1. PROJECT IMPLEMENTATION (MAINTENANCE BY CONTRACT)					
1.1.1 Annual Work Program Preparation	AWP prepared/accomplished 10-15 days before due date.	AWP prepared/accomplished 1-9 days before due date.	AWP prepared/accomplished 0-3 days before due date.	AWP prepared/accomplished 4-7 days after due date.	AWP prepared/accomplished 8 days or over after due date.
1.1.2 Contract Preparation	Bid documents accomplished in 2 days.	Bid documents accomplished in 3-5 days.	Bid documents accomplished in 5-6 days.	Bid documents accomplished in 7-10 days.	Bid documents accomplished in 11 days or over.
1.1.3 Bid or Awards	Awarding of contract finished 5 days after receipt of CAF.	Awarding of contract finished 6-10 days after receipt of CAF.	Awarding of contract finished 10-12 days after receipt of CAF.	Awarding of contract finished 13-15 days after receipt of CAF.	Awarding of contract finished 16 days or over after receipt of CAF.
1.2 MBC Projects Supervision	All projects implemented on schedule.	All projects implemented 1-2 days behind schedule.	All projects implemented 3-5 days behind schedule.	All projects implemented 6-10 days behind schedule.	All projects implemented 11 days or over behind schedule.
1.3 Fund Utilization and Control	Claims for payment paid one (1) day upon receipt of all required documents.	Claims for payment paid 2 days upon receipt of all required documents.	Claims for payment paid 3 days upon receipt of all required documents.	Claims for payment paid 4 days upon receipt of all required documents.	Claims for payment paid 5-19 days upon receipt of all required documents.
1.4 Over-all Road Condition	95%-100% rating (per road maintenance condition inspection weighted average)	85%-94% rating (per road maintenance condition inspection weighted average)	75%-84% rating (per road maintenance condition inspection weighted average)	65%-74% rating (per road maintenance condition inspection weighted average)	64% and below rating (per road maintenance condition inspection weighted average)
1.5 Quality Control Implementation	95%-100% (materials used passed specs)	85%-94% (materials used passed specs)	75%-84% (materials used passed specs)	65%-74% (materials used passed specs)	64% and below (materials used passed specs)
2. PROJECT IMPLEMENTATION (MAINTENANCE BY ADMINISTRATION)					
2.1 Preparation of Annual Maintenance Work Program	AMWP/PB prepared /accomplished 10-15 days before due date	AMWP/PB prepared /accomplished 1-9 days before due date	AMWP/PB prepared /accomplished 0-3 days after due date	AMWP/PB prepared /accomplished 4-7 days after due date	AMWP/PB prepared /accomplished 8 days or over after due date
2.2 Supervision of Projects or Maintenance Activities Undertaken by Force Account	All maintenance activities implemented on time.	All maintenance activities implemented 1-2 days behind schedule.	All maintenance activities implemented 3-5 days behind schedule.	All maintenance activities implemented 5-10 days behind schedule.	All maintenance activities implemented 11 days or over behind schedule.

PERFORMANCE CRITERIA AND STANDARDS

"Annex A"

RESPONSIBILITY AREAS	RATING				
	100	90	80	70	60
2.3 Fund Utilization and Control	An average savings of 10% to 15% realized from maintenance allocation.	An average savings of 5% to 9% realized from maintenance allocation.	An average savings of 0% to 4% 15% realized from maintenance allocation.	An average savings of 1% to 5% incurred from maintenance allocation.	An average savings of 6% to 20% incurred from maintenance allocation.
2.4 Over-all Condition	95%-100% rating (per road maintenance condition inspection weighted average).	85%-94% rating (per road maintenance condition inspection weighted average).	75%-84% rating (per road maintenance condition inspection weighted average).	65%-74% rating (per road maintenance condition inspection weighted average).	64% or below rating (per road maintenance condition inspection weighted average).
2.5 Over-all Bridge Condition	95%-100% of permanent and temporary bridges superstructure are properly maintained.	85%-94% of permanent and temporary bridges superstructure are properly maintained.	75%-84% of permanent and temporary bridges superstructure are properly maintained.	65%-74% of permanent and temporary bridges superstructure are properly maintained.	64% or below of permanent and temporary bridges superstructure are properly maintained.
2.6 Quality Control Implementation	95%-100% (materials used passed specs)	85%-94% (materials used passed specs)	75%-84% (materials used passed specs)	65%-74% (materials used passed specs)	64% or below (materials used passed specs)
3. PROJECT IMPLEMENTATION (FLOOD CONTROL AND DRAINAGE STRUCTURES)					
3.1 Preparation of Program of Work	POW accomplished 1-2 days before due date.	POW accomplished 1-4 days after due date.	POW accomplished 5-6 days after due date.	POW accomplished 7-8 days after due date.	POW accomplished 9 days or over after due date.
3.2 Project Supervision	All projects implemented 1-2 days ahead of schedule.	All projects implemented 0-2 days ahead of schedule.	All projects implemented 3-5 days ahead of schedule.	All projects implemented 6-10 days ahead of schedule.	All projects implemented 11 days or over behind schedule.
3.3 Fund Utilization and Control	An average savings of 10% to 15% realized from projects implemented.	An average savings of 5% to 9% realized from projects implemented.	An average savings of 0% to 4% realized from projects implemented.	An average overdraft of 1% to 5% realized from projects implemented.	An average overdraft of 6% to 20% realized from projects implemented.
3.4 Over-all Condition of Flood Control Drainage Structure	95%-100% of all structure/slope protection properly maintained.	85%-94% of all structure/slope protection properly maintained.	75%-84% of all structure/slope protection properly maintained.	65%-74% of all structure/slope protection properly maintained.	64% and below of all structure/slope protection properly maintained.
3.5 Quality Control Implementation	95%-100% (materials used passed specs).	85%-94% (materials used passed specs).	75%-84% (materials used passed specs).	65%-74% (materials used passed specs).	64% and below (materials used passed specs).

PERFORMANCE CRITERIA AND STANDARDS

"Annex A"

RESPONSIBILITY AREAS	RATING				
	100	90	80	70	60
4. PROJECT IMPLEMENTATION (BUILDINGS)					
4.1 POW Preparation	POW accomplished 1-2 days before due date.	POW accomplished 1-4 days after due date.	POW accomplished 5-6 days after due date.	POW accomplished 7-8 days after due date.	POW accomplished 9 days or over after due date.
4.2 Project Supervision	All projects implemented 1-5 days ahead of schedule.	All projects implemented 1-2 days ahead of schedule.	All projects implemented 3-5 days ahead of schedule.	All projects implemented 6-10 days ahead of schedule.	All projects implemented 11 days or over behind schedule.
4.3 Fund Utilization and Control	An average savings of 10% to 15% realized from projects implemented.	An average savings of 5% to 9% realized from projects implemented.	An average savings of 0% to 4% realized from projects implemented.	An average overdraft of 1% to 5% realized from projects implemented.	An average overdraft of 6% to 20% realized from projects implemented.
4.4 Over-all Condition of Flood Control Drainage Structure	95%-100% of all buildings are properly maintained.	85%-94% of all buildings are properly maintained.	75%-84% of all buildings are properly maintained.	65%-74% of all buildings are properly maintained.	64% and below of all buildings are properly maintained
4.5 Quality Control Implementation	95%-100% (materials used passed specs).	85%-94% (materials used passed specs).	75%-84% (materials used passed specs).	65%-74% (materials used passed specs).	64% and below (materials used passed specs).
5. MONITORING AND CONTROL					
5.1 Financial Management and Control					
5.1.1 Completeness/Accuracy	95%-100% complete/accurate.	85%-94% complete/accurate.	75%-84% complete/accurate.	65%-74% complete/accurate.	50%-64% complete or accurate.
5.1.2 Timeliness	Submitted on 7 days before due date.	Submitted on 1-3 days after due date.	Submitted on 4-6 days after due date.	Submitted on 7-10 days after due date.	Submitted on 11-20 days after due date.
5.1.3 Compliance with Format	95%-100% compliance.	85%-94% compliance.	75%-84% compliance.	65%-74% compliance.	50%-64% compliance.

PERFORMANCE CRITERIA AND STANDARDS

"Annex A"

RESPONSIBILITY AREAS	RATING				
	100	90	80	70	60
<p>5.2 Project Status Report</p> <p>5.2.1 Maintenance</p>	<p>Monthly and Quarterly Maintenance Accomplishment Reports submitted 4-5 days before due date; all reports are accurate; 100% compliance with format.</p>	<p>Monthly and Quarterly Maintenance Accomplishment Reports submitted 1-3 days before due date; all reports are accurate; 100% compliance with format.</p>	<p>Monthly and Quarterly Maintenance Accomplishment Reports submitted on or 1 day before due date; all reports are accurate; 100% compliance with format.</p>	<p>Monthly and Quarterly Maintenance Accomplishment Reports submitted 2-5 days after due date; all reports are accurate; 100% compliance with format.</p>	<p>Monthly and Quarterly Maintenance Accomplishment Reports submitted 6-10 days after due date; all reports are accurate; 100% compliance with format.</p>
<p>6. PUBLIC RELATIONS</p>					
6.1 Interagency Coordination	100% of projects implemented w/out conflict w/ dev't projects of other agencies allocated.	95-99% of projects implemented w/out conflict w/ dev't projects of other agencies allocated.	90-94% of projects implemented w/out conflict w/ dev't projects of other agencies allocated.	85-89% of projects implemented w/out conflict w/ dev't projects of other agencies allocated.	80-84% of projects implemented w/out conflict w/ dev't projects of other agencies allocated.
6.2 Information Dissemination	Compliance with Nos. 1-9 of DO 23,s. 1988.	Compliance with Nos. 1,2,3,5,8 23,s. 1988.	Compliance with Nos. 1,3 of DO 23,s. 1988.	Compliance with Nos. 1,8 of DO 23,s. 1988.	Compliance with no. 1 of DO 23,s. 1988.
6.3 Relationship with Subordinates	Absence of valid complaints from the rank and file; ratee well liked, respected and obeyed by employees.	Absence of valid complaints from the rank and file; ratee well liked, respected and obeyed by a great majority of employees.	Absence of valid complaints from the rank and file; ratee well liked, respected and obeyed by a great majority of employees.	Presence of valid complaints from employees, a good number from them still have respect on the ratee.	There are numerous valid complaints and grievances of employees against ratee.
6.4 Public Acceptability	Involvement in 4 or more civic /professional activities /organizations in the locality.	Involvement in 2 or 3 civic /professional activities /organizations in the locality.	Involvement in 1 civic /professional activity organization in the locality.	No involvement in any civic /professional activity organization in the locality.	negative/passive attitude towards civic /professional activities.
6.5 Absence/Presence of Valid Complaints	No pending civil/administrative /criminal case nor even a single public complaint against ratee.	No pending civil/administrative /criminal case but there is/are some public complaints against ratee.	No pending civil/administrative /criminal case but there are numerous public complaints against ratee.	With one pending civil/administrative / criminal case and a few valid public complaints against ratee.	With 2 or more pending civil/administrative / criminal cases and numerous valid public complaints against ratee.

PERFORMANCE CRITERIA AND STANDARDS

"Annex A"

RESPONSIBILITY AREAS	RATING				
	100	90	80	70	60
7. PERSONNEL MANAGEMENT					
7.1 Personnel Utilization					
7.1.1 Assigned Task Being Performed by Staff	95%-100% of personnel performed their assigned task.	91%-94% of personnel performed their assigned task.	85%-90% of personnel performed their assigned task.	75%-84% of personnel performed their assigned task.	50%-75% of personnel performed their assigned task.
7.1.2 Authority Properly Delegated to and Exercised by Staff	95%-100% of delegable authority properly delegated and exercised.	85%-94% of delegable authority properly delegated and exercised.	75%-84% of delegable authority properly delegated and exercised.	65%-74% of delegable authority properly delegated and exercised.	50%-64% of delegable authority properly delegated and exercised.
7.2 Personnel Discipline	95%-100% of personnel complied with laws, rules and regulations governing employees.	91%-94% of personnel complied with laws, rules and regulations governing employees.	85%-90% of personnel complied with laws, rules and regulations governing employees.	75%-84% of personnel complied with laws, rules and regulations governing employees.	50%-64% of personnel complied with laws, rules and regulations governing employees.
7.3 Personnel Welfare and Development					
7.3.1 Enjoyment of Employees Benefits	95%-100% of personnel satisfied with no grievances.	85%-94% of personnel satisfied with no grievances.	75%-84% of personnel satisfied with no grievances.	65%-74% of personnel satisfied with no grievances.	50%-64% of personnel satisfied with no grievances.
7.3.2 Implementation of a Career Development Program in the Office	Awareness of staff's training needs/ presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department. (95%-100% obervance)	Awareness of staff's training needs/ presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department. (85%-94% obervance)	Awareness of staff's training needs/ presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department. (75%-84% obervance)	Awareness of staff's training needs/ presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department. (65%-74% obervance)	Awareness of staff's training needs/ presence of a skills and knowledge enhancement program/fairness in the implementation of merit and promotion plan of the Department. (50%-64% obervance)

AMMS FORM NO.	REPUBLIC OF THE PHILIPPINES Department of Public Works and Highways REGION _____	PERFORMANCE APPRAISAL REPORT FOR DISTRICT MAINTENANCE ENGINEERS	RATING PERIOD: ___ Semester 19 ___									
RATEE	POSITION TITLE		DISTRICT OFFICE									
TOTAL SCORE EARNED	ADJECTIVE RATING	SCORE CONVERSION 95-100 - Outstanding 75-84 - Satisfactory 64 and below - Poor 85-94 - Very Satisfactory 65-74 - Unsatisfactory										
RESPONSIBILITY AREAS		POINTS	RATING	AW	CW	SCORE						
1.0 Project Implementation (MBC)				35%			MBC : ASSIGNED WEIGHT(AW) = 35 %		COMPUTED WEIGHT (CW) =			
1.1 AWP or Contract Preparation		10					Cost of Project	No.	Score	Product		
1.2 Project Supervision		20					Above P 5 M		4			
1.3 Fund Utilization and Control		10					Above P 3 M to P 5 M		3			
1.4 Overall Condition		40					Above P 1 M to P 3 M		2			
1.5 Quality Control Implementation		20					Less/Equal to P 1 M		1			
							TOTAL PRODUCT (TP)					
2.0 Project Implementation (MBA)				30%			MBA : ASSIGNED WEIGHT(AW) = 30 %		COMPUTED WEIGHT =			
2.1 AMWP Preparation		10					Cost of Project	No.	Score	Product		
2.2 Project Supervision		20					Above P 5 M		4			
2.3 Fund Utilization		10					Above P 3 M to P 5 M		3			
2.4 Overall Condition		40					Above P 1 M to P 3 M		2			
2.5 Quality Control Implementation		20					Less/Equal to P 1 M		1			
							TOTAL PRODUCT (TP)					
3.0 Project Implementation (Flood Control and Drainage Structure)				10%			FCD : ASSIGNED WEIGHT(AW) = 30 %		COMPUTED WEIGHT =			
3.1 POW Preparation		10					Cost of Project	No.	Score	Product		
3.2 Project Supervision		20					Above P 500,000		4			
3.3 Fund Utilization		10					Above P 300,000 to P 500,000		3			
3.4 Overall Condition		40					Above P 100,000 to P 300,000		2			
3.5 Quality Control Implementation		20					Less/Equal to P 100,000		1			
							TOTAL PRODUCT (TP)					
RATED BY A.D.E		DATE		CONCURRED BY (D.E.)			DATE					
DISCUSSED WITH (RATEE)		DATE										

AMMS FORM NO.	REPUBLIC OF THE PHILIPPINES Department of Public Works and Highways REGION _____	PERFORMANCE APPRAISAL REPORT FOR DISTRICT MAINTENANCE ENGINEERS	RATING PERIOD: ___ Semester 19 ___									
RATEE		POSITION TITLE		DISTRICT OFFICE								
TOTAL SCORE EARNED	ADJECTIVE RATING	SCORE CONVERSION 95-100 - Outstanding 75-84 - Satisfactory 64 and below - Poor 85-94 - Very Satisfactory 65-74 - Unsatisfactory										
RESPONSIBILITY AREAS		POINTS	RATING	AW	CW	SCORE	NO. OF PROJECTS HANDLED					
4.0 Project Implementation (Building)							BLDG : ASSIGNED WEIGHT(AW) = 30 % COMPUTED WEIGHT =					
4.1 PPW Preparation		10		10%			Cost of Project					
4.2 Project Supervision		20					Above P 500,000			No.	Score	Product
4.3 Fund Utilization and Control		10					Above P 300,000M to P 500,000				4	
4.4 Overall Condition		40					Above P 100,000 to P 300,000				3	
4.5 Quality Control Implementation		20					Less/Equal to P 100,000				2	
							TOTAL PRODUCT (TP)					
5.0 Monitoring and Control							FORMULA FOR COMPUTED WEIGHT (CW) $CW = (0.60 + [4/30 \times TP/5-1]) \times AW$ FOR ITEMS 5.0 TO 7.0, THE COMPUTED WEIGHTS ARE EQUAL TO THEIR RESPECTIVE ASSIGNED WEIGHTS					
5.1 Financial Reporting		50		5%								
5.2 Project Status Report		50										
6.0 Project Relations				5%								
6.1 Inter-agency Coordination		20										
6.2 Information Dissemination		20										
6.3 Relationship with Subordinates		20										
6.4 Public Acceptability		20										
6.5 Absence of Valid Complaints		20										
7.0 Personnel Management				5%								
7.1 Personnel Utilization		50										
7.2 Personnel Discipline		25										
7.3 Personnel Welfare		25										
TOTAL SCORE												
RATED BY A.D.E		DATE			CONCURRED BY (D.E.)			DATE				
DISCUSSED WITH (RATEE)		DATE										