



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA Circular No. 102 -2006

TO : ALL JUDGES AND PERSONNEL OF THE FIRST  
AND SECOND-LEVEL COURTS

SUBJECT : REVISED PERFORMANCE EVALUATION  
SYSTEM

For your information and guidance, the Office of the Court Administrator has adopted the approved revised performance evaluation system for the lower courts referred to as the "***Continuous Improvement of Performance and Accomplishment Gauge or CIPAG***" in line with the Revised Polices on Performance Evaluation System provided under CSC Resolution No. 99-1792 and CSC Memorandum Circular No. 13, series of 1999.

In this regard, the new performance evaluation rating form (CIPAG Forms 1 to 3) shall be used beginning the rating period **January – June 2007**.

All courts are hereby furnished copies of the CIPAG guidelines for strict implementation and compliance.

July 26, 2006.

  
**CHRISTOPHER O. LOCK**  
Court Administrator

REPUBLIC OF THE PHILIPPINES  
 SUPREME COURT  
 OFFICE OF THE COURT ADMINISTRATOR

CONTINUOUS IMPROVEMENT of PERFORMANCE and ACCOMPLISHMENT GAUGE (CIPAG)  
 For Lower Courts

NAME : \_\_\_\_\_  
 POSITION : \_\_\_\_\_  
 STATION : \_\_\_\_\_

RATING PERIOD  
 ( ) JANUARY 1 to JUNE 30, \_\_\_\_\_  
 ( ) JULY 1 to DECEMBER 31, \_\_\_\_\_

RATING SCALE  
 1-Poor 2-Unsatisfactory 3-Satisfactory  
 4-Very Satisfactory 5-Outstanding

PART I PERFORMANCE:

FINAL ADJECTIVAL RATING \_\_\_\_\_

| ACTUAL/DESIGNATED WORK<br><i>(Work regularly performed whether or not mentioned in the Position Description Form. In Intervening Assignment/s, please see back page)</i><br>(Column 1)* | WORK ALLOCATION<br><i>(Percentage valuation of Column 1 based on time and effort)</i><br>(Column 2)* | PERFORMANCE TARGET<br><i>(the goal or expected accomplishment for the rating period)</i><br>(Column 3)* | ACCOMPLISHMENT<br><i>(Finished work in relation to the performance target)</i><br>(Column 4)** | EMPLOYEE'S RATING<br>SCALE OF 1-5<br><i>(To be accomplished by the ratee)</i><br>(Column 5)** | SUPERVISOR'S RATING<br>SCALE OF 1-5<br><i>(To be accomplished by the rater)</i><br>(Column 6)** | EMPLOYEE'S EQUIVALENT POINT SCORE (EPS)<br>[Col. 2 x Col. 5]<br>(Column 7)** | SUPERVISOR'S EQUIVALENT POINT SCORE (EPS)<br>[Col. 2 x Col. 6]<br>(Column 8)** |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----|
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |
| TOTAL                                                                                                                                                                                   |                                                                                                      | 100%                                                                                                    |                                                                                                |                                                                                               |                                                                                                 | TOTAL EPS                                                                    |                                                                                |     |
| Start of Rating Period:                                                                                                                                                                 |                                                                                                      |                                                                                                         | End of Rating Period:                                                                          |                                                                                               |                                                                                                 | Multiply by                                                                  | 70%                                                                            | 70% |
| Employee                                                                                                                                                                                |                                                                                                      | Supervisor                                                                                              | Employee                                                                                       |                                                                                               | Supervisor                                                                                      | Executive Judge/Presiding Judge                                              |                                                                                |     |
|                                                                                                                                                                                         |                                                                                                      |                                                                                                         |                                                                                                |                                                                                               |                                                                                                 |                                                                              |                                                                                |     |

Columns 1, 2 and 3 shall be accomplished upon agreement by both the supervisor and the employee on or before December 15 for the first semester and on or before June 15 for the second semester.  
 Columns 4, 5, 6, 7 and 8 shall be accomplished at the end of the rating period.

| <p style="text-align: center;"><b>INTERVENING ASSIGNMENT/S</b><br/> <i>(the additional task done simultaneous with actual/designated work and not within the regular function of the employee)</i><br/> <i>Refer to CIPAG Guidelines, Section VI. Mechanics of the CIPAG for criteria</i></p> | <p style="text-align: center;"><b>DURATION</b></p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1.                                                                                                                                                                                                                                                                                            |                                                    |
| 2.                                                                                                                                                                                                                                                                                            |                                                    |
| 3.                                                                                                                                                                                                                                                                                            |                                                    |
| 4.                                                                                                                                                                                                                                                                                            |                                                    |

**OVERALL COMPUTATION OF RATING**

|                          | Supervisor's Rating | Employee's Rating |
|--------------------------|---------------------|-------------------|
| Part I (Total WAS)       |                     |                   |
| Add: Part II (Total WAS) |                     |                   |
| Grand Total WAS          |                     |                   |
| Multiply by Scores       | 70%                 | 30%               |

|                                                                  |  |  |
|------------------------------------------------------------------|--|--|
| Supervisor's Score                                               |  |  |
| Add: Employee's Score                                            |  |  |
| Total Score                                                      |  |  |
| Add: a maximum of 1 pt. for the Intervening Assignment/s, if any |  |  |
| Final Numerical Rating                                           |  |  |
| Adjectival Rating                                                |  |  |

**CERTIFICATION**

We certify that the foregoing evaluation was accomplished after a fair, accurate and objective assessment of the performance of the above-named employee.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

Confirmed by:

\_\_\_\_\_  
Executive Judge/Presiding Judge

# CIPAG FORM 2

Instruction: Indicate the number that best characterize the ratee

## FOR SUPERVISORS

This form is to be accomplished by Clerks of Court/Branch Clerks of Court/Officers-In-Charge as ratee and the Executive Judge/Presiding Judge as rater.

### PART II BEHAVIORAL DIMENSION

#### A. COURTESY & HUMAN RELATIONS

Polite, kind and thoughtful behavior towards the public in manners of speech and actions. Integrates concern for people at work, office clientele and supervisor-subordinate relationship in the work station.

1. Has considerable difficulty in dealing with the public, his/her superiors, subordinates and peers; draws negative reactions; often discourteous and irritable.
2. Shows lack of patience in dealing with others except when attending to important or influential persons.
3. Has the ability to deal with the public, with his/her superiors, subordinates and peers although needs some advice at times.
4. Can be relied upon to deal with the public and is generally courteous and accommodating to his/her superiors, subordinates and peers.
5. Very effective in dealing with the public; gets along easily with other members of the work force; has cordial relationship with his/her superiors, subordinates and peers.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### B. PUNCTUALITY & ATTENDANCE (cumulative for the 6-month period)

Observes behavior of coming to office on time or to be present at work to complete assigned responsibilities.

1. more than 15 times tardy/undertime or more than 16 days absent
2. 11-15 times tardy/undertime or 13-16 times absent
3. 7-10 times tardy/undertime or 9-12 days absent
4. 4-6 times tardy/undertime or 5-8 days absent
5. not more than 3 times tardy/undertime or 4 days absent

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### C. INDUSTRY AND PRESENCE IN THE WORKPLACE

Observes habitual or steady attention at work.

1. Leaving the workplace without notice and attending to unofficial matters most of the time.
2. At times missing without informing staff about his whereabouts.
3. Normally present when needed
4. Generally present when needed
5. Stays in office even after office hours to complete assigned responsibilities; at hand when needed all the time.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### D. INITIATIVE

Starts action, projects and performs assigned tasks without being told.

1. Lacks personal drive to start any project or to complete assigned tasks; makes no attempt to improve his/her work.
2. Starts actions with regular supervision and meets goals under close assistance only; makes suggestions on work procedures.
3. Starts actions with minimal direction and meets goals with regular assistance; exerts normal efforts to improve work.
4. Starts actions and undertakes projects or assigned tasks under minimal direction; often alert for opportunities for improvement of work.
5. Performs assigned tasks without waiting for directions and undertakes necessary projects, if any, without prodding; introduce innovative ideas and always tries out new methods and procedures for work improvement.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### E. CHARACTER & INTEGRITY

Qualities and moral standards that distinguish an employee from the others.

1. Has questionable character and integrity. Shows disrespect and disobedience to superior.
2. Occasionally quarrelsome. Has difficulty in getting along with others

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

3. Normally tactful, obliging and est.
4. Fits easily into the group. Liked by superiors, subordinates and co-employees. Honest and upright.
5. Has exceptionally high personal and moral standards, outstanding courage, integrity and firm conviction. Well liked by his/her superiors, subordinates and/or peers.

**F. STRESS TOLERANCE**

Stability and accuracy of performance under pressure or conflict or opposition.

1. Cannot handle stress; highly emotional and tends to get into violent arguments with others.
2. Often loses emotional control in dealing with stressful work situations; often complains about people and situations at work.
3. Normally calm, confident and positive; occasionally loses emotional control during stressful conditions.
4. Most of the time calm, confident and positive; seldom loses emotional control during stressful conditions.
5. Always calm and shows pleasant disposition; consistently confident and positive even during stressful conditions at work; never allows tension and anxiety to affect workplace.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

**G. LEADERSHIP**

The manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish assigned tasks, leading the office/branch to achieve its goals and objectives enthusiastically.

1. Cannot lead staff; no teamwork, productivity is slow; no balance of tasks and concern for personnel.
2. Seldom exercises leadership over staff; seldom gets job done on time.
3. Leads staff adequately well; usually gets job done
4. Leads staff effectively; regularly gets job done through teamwork; staff are productive.
5. Leads staff exceptionally well; easily achieves high productivity through teamwork; maintains a good balance of tasks and concern for personnel.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

**H. ORGANIZATIONAL ABILITY**

Ability to organize his/her work and plan, delegate and follow-up the work in his/her office/branch.

1. Cannot plan or organize his/her work; allows things to run their course; does not want to delegate
2. Ability to organize work is inadequate; seldom delegates work; prefers to do the job himself/herself.
3. Organizational ability is adequate for his/her present work; normally delegates and checks work assigned to subordinates
4. Organizes his/her work very well; usually does most urgent tasks first; delegates properly and follows-up work assigned.
5. Plans and organizes his/her job exceptionally well; delegates intelligently and always sees to it that approved plans and instructions are carried out properly.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

**I. JUDGMENT/DECISION-MAKING**

Ability to develop alternative solutions to problems, to evaluate facts or courses of actions, and reach sound decision and readiness to take action or commit oneself.

1. Cannot develop solutions to problems or courses of action in making decisions
2. Decisions at times not entirely adequate to meet job demands
3. Normally able to interpret facts and arrive at correct decisions
4. Judgment almost always reliable even on important and complex matters
5. Has outstanding ability to pick out facts and arrives always at the sound decision even on important and complex matters.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

|                    |     |     |
|--------------------|-----|-----|
| <b>Total EPS</b>   |     |     |
| <b>Divided by</b>  | 9   | 9   |
| <b>Average EPS</b> |     |     |
| <b>Multiply by</b> | 30% | 30% |
| <b>Total WAS</b>   |     |     |

# CIPAG FORM 3

Instruction: Indicate the number that best characterize the ratee

## FOR NON-SUPERVISORS

This form is to be accomplished by non-supervisory personnel as ratee and the Clerk of Court/Branch Clerk of Court/Officer-In-Charge as rater.

### PART II BEHAVIORAL DIMENSION

#### A. COURTESY & HUMAN RELATIONS

Polite, kind and thoughtful behavior towards the public in manners of speech and actions. Integrates concern for people at work, office clientele and supervisor-subordinate relationship in the work station.

1. Has considerable difficulty in dealing with the public his/her superiors subordinates and peers; draws negative reactions; often discourteous and irritable.
2. Shows lack of patience in dealing with others except when attending to important or influential persons.
3. Has the ability to deal with the public, with his/her superiors, subordinates and peers although needs some advice at times.
4. Can be relied upon to deal with the public and is generally courteous and accommodating to his/her superiors, subordinates and peers.
5. Very effective in dealing with the public; gets along easily with other members of the work force; has cordial relationship with his/her superiors, subordinates and peers.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### B. PUNCTUALITY & ATTENDANCE (cumulative for the 6-month period)

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5. not more than 3 times tardy/undertime or 4 days absent

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### C. INDUSTRY AND PRESENCE IN THE WORKPLACE

Observes habitual or steady attention at work.

1. Leaving the workplace without notice and attending to unofficial matters most of the time.
2. At times missing without informing staff about his whereabouts.
3. Normally present when needed
4. Generally present when needed
5. Stays in office even after office hours to complete assigned responsibilities; at hand when needed all the time

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### D. INITIATIVE

Starts action, projects and performs assigned tasks without being told.

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2. Starts actions with regular supervision and meets goals under close assistance only; makes suggestions on work procedures.
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| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

#### E. CHARACTER & INTEGRITY

Qualities and moral standards that distinguish an employee from the others.

1. Has questionable character and integrity. Shows disrespect and disobedience to superior.
2. Occasionally quarrelsome. Has difficulty in getting along with others.

| Employee's Rating (Ratee) | Supervisor's Rating (Rater) |
|---------------------------|-----------------------------|
|                           |                             |

