

Name of Employee:

Name of Rater:

Position:

Bureau/Center/Service/Division: IMUS NATIONAL HIGH SCHOOL-MAIN / IMUS CITY

Rating Period: APRIL 2016 - MARCH 2017

Position:

Date of Review:

TO BE FILLED DURING PLANNING								TO BE FILLED DURING EVALUATION						
MFOs	KRA s	Objectives	MOVs	Timeline/ Target Completio n	Weight per KRA/ Objecti ve	Performance Indicator	Accomplishm ents Monthly/ Quarterly	RPMS Rating System			Rating of the PMT	Score	Remarks by the PMT	
							Quarterry	Q	Е	Т	Ave	FINIT		
BASIC EDUCATION SERVICES	Teaching Learning Process (40%)	Prepare at least 90 % of DLL in a year	• DLL	All Year Round	15%	 5 (Outstanding: Role Model) Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the 								
		Develop/present/ adapt support instructional materials (SIMs) using technology. (PPT, Video clips, etc.) in at least 5 times per guarter	 SIM Picture evidences 	All Year Round	15%	 organization are of marked excellence. (100 %) 4 (Very Satisfactory: Consistently Demonstrates) Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards (85 – 99 %) 3 (Satisfactory: Most of the Time Demonstrates) Performance met expectations In terms of quality of work, efficiency and timeliness. The most critical annual goals were met. (70 – 84 %) 								
		Employ prepared daily lesson logs using innovative teaching strategies in at least 5 times per quarter	 Copy of DLL Document pictures 	All Year Round	10%	 2 (Unsatisfactory: Sometimes demonstrates) Performance failed to meet expectations, and/or one or more of the most critical goals were not met. (55-69 %) 1 (Poor: Rarely Demonstrates) Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas (54 % and below) 								
	Students' Outcomes (20%)	Submit at least 80 % of school reports on time	 ECRA/other reports Analysis of Grades/ quarter 	All Year Round	8%	• 5 (Outstanding: Role Model) Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of								



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		Monitor, evaluate and maintain students' progress every quarter	 Record of Parents Conferences/ Log sheets Grading sheets 	All Year Round	6%	 responsibility. Employee achievement and contributions to the organization are of marked excellence. (100 %) 4 (Very Satisfactory: Consistently Demonstrates) Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards (85 –99 %) 			
		Prepare and submit the necessary forms and reports of the advisory section on time	 Form 137 and 138 were updated SF 1 and SF 2 	All Year Round	6%	 3 (Satisfactory: Most of the Time Demonstrates) Performance met expectations In terms of quality of work, efficiency and timeliness. The most critical annual goals were met.(70 – 84 %) 2 (Unsatisfactory: Sometimes demonstrates) Performance failed to meet expectations, and/or one or more of the most critical goals were not met. (55-69 %) 			
		Conduct at least 3 home visitation / conferences with parents most especially to those students at risk (SARDO) in a quarter	HV Forms and documentation			 1 (Poor: Rarely Demonstrates) Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas (54 % and below) 			
	Community Involvement (30 %)	Conduct 1 regular/periodic PTA meeting per quarter	 Document pictures Attendance of parents and minutes of the meeting 	Quarterly	10%	 5 (Outstanding: Role Model) Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence. (100 %) 4 (Very Satisfactory: Consistently Demonstrates) Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards (85 – 99 %) 3 (Satisfactory: Most of the Time Demonstrates) Performance met expectations In terms of quality of work, efficiency and timeliness. The most critical annual goals were met. (70 – 84 %) 2 (Unsatisfactory: Sometimes demonstrates) Performance failed to meet expectations, and/or one or more of the most critical goals were not met. (55-69 %) 1 (Poor: Rarely Demonstrates) Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas (54 % and below) 			
		Attend in at least 2 - PTA/GPTA and/or - Cooperative meetings in a year	 Attendance sheet Document pictures 	All Year Round	10%				
	Сотп	Join and participate in at least 4 community activities in a year : Brigada Eskwela Flag Day Clean and Drive (CENRO) Zumba (Rotary Club) Red Cross Seminar (Complex) 1 Million Pencil (Rotary)	 Attendance sheet Picture document 	All Year Round	10%				



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	evelopment	Participate in at least 2 in-service training by school / department / SDO in a year Attend in at least 8	Documentation Certificate of Participation Documentation	All Year All Year	5% 2%	5 (Outstanding: Role Model) Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the			
	vth and D 10%)	LAC sessions in a year	Attendance sheet	Round	270	• 4 (Very Satisfactory: Consistently Demonstrates) Performance			
	Professional Growth and Development (10%)	Participate in at least 80 % of school event/activities: School programs Culminating Activities GAD Seminar Gen. Meeting Quarterly Teachers Day Program SDO Activities	 Documentation Attendance sheet 	All Year Round	3%	 exceeded expectations. All goals, objectives and targets were achieved above the established standards (85 – 99 %) • 3 (Satisfactory: Most of the Time Demonstrates) Performance met expectations In terms of quality of work, efficiency and timeliness. The most critical annual goals were met. (70 – 84 %) • 2 (Unsatisfactory: Sometimes demonstrates) Performance failed to 			
	PLUS FACTOR	Attend job-related seminars once/twice a year and/or speakership/other assignments Earn at least 9 MA units in a year	Certificate of Attendance and Participation Cert of Grades/TOR	All Year Round All Year Round		meet expectations, and/or one or more of the most critical goals were not met. (55-69 %) • 1 (Poor: Rarely Demonstrates) Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas (54 % and below)			
					100%	Overall Rating for Accomplishments			
						Adjectival Rating			

Initials of the Members of the School PMT:

Ratee:

Rater:

Approved by:

Teacher

Department Head/OIC

ARTURO P. ROSAROSO JR. Principal IV



