# UP REPS PES Form

**UNIVERSITY OF THE PHILIPPINES**

**Research, Extension and Professional Staff (REPS) Performance Evaluation System (REPS PES)**

**Rating Period :** ● January – June 2023

□ July – December 2023

|  |  |  |
| --- | --- | --- |
| **Name** | **Unit/Office/Dept.****CS Institute of Biology (Regen Lab)** | **Position****e.g. URA I** |

**Summary Worksheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part I = 80%** | **Performance Measures** | **Range** | **Workload** | **Performance Measure Rating****(PMR)** | **Weighted Score** |
| **(R)esearch** | 100% | 100% |  |  |
| **(E)xtension** |  |  |  |
| **(P)rofessional (S)ervices** |  |  |  |
| **(I)nstruction** | 0% |  |  |  |
| No. of Units |  |  |  |
| No. of Advisees |  |  |  |
| **(AD)ministrative** | 0% |  |  |  |
|  |  | **∑ 100** | **Total Weighted Score (TWS)** |  |
| (TWS x 0.8) **TOTAL Part I** |  |

|  |  |  |
| --- | --- | --- |
| **Part II = 20%** | **CRITICAL FACTORS (CF)** | **SCORE** |
| **Total Weighted Score (TWS)** |  |
| (TWS x 0.2) **TOTAL Part II** |  |

|  |  |  |
| --- | --- | --- |
| **Part III** | **INTERVENING TASKS (IT), if applicable** |  |

|  |  |
| --- | --- |
| **TOTAL PES SCORE (I + II + III)** |  |
| **Adjectival Rating** |  |

**Areas for Improvement**

The above rating has been discussed with me by my immediate supervisor on (mm/dd/yy). Areas for improvement have been mutually agreed upon and I fully commit myself.

**Confirmed by: Attested by:**

**IMMEDIATE SUPERVISOR HEAD OF UNIT**

**REPS Signature (Printed name/Signature) (Printed name/Signature)**

**Date Date Date**

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| **Name** | **Unit/Office/Dept.****CS Institute of Biology (Regen Lab)** | **Position****e.g. URA I** |

**SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

|  |  |
| --- | --- |
| **PERFORMANCE TARGETS** | **PERFORMANCE RATING** |
| **Performance Measures** (encircle one only) | **Entry Number** | **Tasks/Expectation/Output** | **Weight** | **Rating** | **Weighted Rating** |
| **R** |  | Provide evidences in training other personnel and students to conduct experiments necessary for the completion of the project | 15% |  |  |
| **E** |  | Provide monthly electronic copies of summarized experimental results related to the project | 20% |  |  |
| **PS** |  | Assist in preparing progress reports, annual reports, terminal reports, and other documents needed by the funding agency in a timely manner | 15% |  |  |
| **I** |  | Submit a powerpoint slide of summarized experimental results to be presented semi-annually at a lab meeting | 15% |  |  |
| **AD** |  | Prepare at least one (1) manuscript for publication | 20% |  |  |
|  |  | **(PMR)** |  |

**(SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

|  |  |
| --- | --- |
| **PERFORMANCE TARGETS** | **PERFORMANCE RATING** |
| **Performance Measures** (encircle one only) | **Entry Number** | **Tasks/Expectation/Output** | **Weight** | **Rating** | **Weighted Rating** |
| **R** |  | Present research findings to at least one (1) local and/or international meeting | 0% |  |  |
| **E** |  | Monitor proper use of equipment in the laboratory and report any malfunction detected | 5% |  |  |
| **PS** |  | Ensure proper waste disposal and biosafety compliance in the laboratory | 5% |  |  |
| **I** |  | Maintain laboratory cleanliness and order | 0% |  |  |
| **AD** |  | Perform other duties as assigned | 5% |  |  |
|  |  | **(PMR)** |  |

**Certified True and Correct:**

**REPS IMMEDIATE SUPERVISOR HEAD OF UNIT**

**(Printed name/Signature) (Printed name/Signature) (Printed name/Signature)**

**Date Date Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART II. CRITICAL FACTORS – 20%** | **4** | **3** | **2** | **1** | **Self-rating (40%)** |
| **Initiative** – ability to plan ahead and/or develop creative ways of dealing with work concerns | A self-starter with exceptional initiative. | Does work without waiting for directions. | Does regular work normally upon Instruction. | Lacks initiative. |  |
| **Human/Public Relations –** Habits, character, conduct | Outstanding and a strong force for office morale. | Fits easily into the group. | Normally tactful and obliging. | Inclined to be quarrelsome; has difficultyin dealing with others. |  |
| **Attendance** – Number of absences incurred(exclusive of 7.5 days vacation and mandatory leave per rating period) | 0 absence | 1-3 absences | 4-6 absences | 7 and above absences. |  |
| **Punctuality (Attendance)** – Arrival in the office or where the employee’s presence is expected as agreed by the Supervisor and REPS | 0 tardiness | 1-5 tardiness | 6-10 tardiness | 11 and above tardiness |  |
| **Punctuality (Work Output)** – Submission of work and work-related output or timely deliveryof services (barring unforeseen events) | 100% submission on or before the deadline | 90% submission on time | 70% - below 90% submission on time | Below 70% submission on time |  |
| **Ethical Behavior** – Conduct expected of the position | Maintains an unblemished reputation as a professional government employee | Reasonably respectable behavior, performance, conduct or achievement in the observance of norms ofConduct | Normally observes ethical standards. | Unacceptable ethical behavior. |  |
| **Commitment** – Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one’s services | Serves as role model for employees, spontaneously renders extra servicesbeyond one’s work requirements | Renders extended services willingly upon instruction without expecting extracompensation or sacrificing personal comfort | Ensures that work is finished on time. | Can hardly be counted on to finish assigned tasks. |  |
| **Judgment** – Ability to grasp the significance of a situation and make sound decisions | Exercises excellent judgment at all times | Demonstrates better judgment most of the time | Manifests acceptable judgment. | Cannot think by himself; lacks confidence;decisions are sometimes unsound. |  |
| **Weighted Score** |  |

**Confirmed by: REPS**

**(Printed name/Signature) Date**

**Name of REPS: Unit/Office/Dept. Position:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART II. CRITICAL FACTORS – 20%** | **4** | **3** | **2** | **1** | **Supervisor’s rating (60%)** |
| **Initiative** – ability to plan ahead and/or develop creative ways of dealing with work concerns | A self-starter with exceptional initiative. | Does work without waiting for directions. | Does regular work normally upon Instruction. | Lacks initiative. |  |
| **Human/Public Relations –** Habits, character, conduct | Outstanding and a strong force for office morale. | Fits easily into the group. | Normally tactful and obliging. | Inclined to be quarrelsome; has difficulty in dealing with others. |  |
| **Attendance** – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period) | 0 absence | 1-3 absences | 4-6 absences | 7 and above absences. |  |
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| **Judgment** – Ability to grasp the significance of a situation and make sound decisions | Exercises excellent judgment at all times | Demonstrates better judgment most of the time | Manifests acceptable judgment. | Cannot think by himself; lacks confidence;decisions are sometimes unsound. |  |
| **Weighted Score** |  |

**Confirmed by: IMMEDIATE SUPERVISOR**

**(Printed name/Signature) Date**

**INSTRUCTIONS**

## Setting Performance Targets

* 1. Define and classify tasks/expectations/outputs according to each of the performance measures (Research, Extension, Professional Services, Instruction or Administrative). List each task/output in the corresponding Tables. Encircle the appropriate classification for each table.
	2. Determine the Percentage Distribution of the Workload following the limits below: Research, Extension and Professional Services Any one or a combination

Instruction Min = 0% Max = 25%

Administrative Min = 0% Max = 49%

* 1. The sum of total workload should equal 100%. For example, 50% Research and 50% Extension; 75% PS and 25% Instruction; 65% Extension, 35% Administrative, etc.

## Computing Individual Performance Ratings Part I: Workload Rating

* 1. Rate each task using a four-point scale (4-Outstanding, 3-Very Satisfactory, 2-Satisfactory, 1-Unsatisfactory) based on performance standards to be established by the unit.
	2. Under each performance measure (REPIA), compute for the weighted rating of each task by multiplying the rating with the weight. The sum of the weights should be 100%.
	3. Compute for the performance measure rating (PMR) by adding the weighted ratings of the tasks/entries. Transfer these under the PMR column in the summary table for Part I.
	4. Multiply the workload percentage with the PMR to compute for the weighted score for each performance measure.
	5. Do steps 1 – 4 for each performance measure that is part of the workload.
	6. Add the weighted scores for each performance measure to obtain the Total Weighted Score (TWS).
	7. Part I = TWS x 0.8

## Part II: Critical Factors

1. The REPS and the Supervisor will accomplish separate sheets indicating their individual ratings.
2. Use a 4-point scale (4-Outstanding, 3-Very Satisfactory, 2-Satisfactory, 1-Unsatisfactory) for each critical factor.
3. Compute for the average critical factor rating by adding the scores and dividing by 8.
4. The accomplished REPS and Supervisor forms will be separately submitted to the head of the unit’s APC who will assign a staff who will compute for the score for Part II.
5. The Supervisor’s rating will account for 60% of the critical factors rating, while the REPS’s self-rating will account for 40%.
6. Part II = (60% Supervisor’s Rating + 40% Self-Rating) x 0.2

## Part III: Intervening Tasks

With the presence of intervening tasks, evaluate the performance of the REPS by using the following 5-point rating (Part III):

|  |  |
| --- | --- |
| 4 - Outstanding | + 0.5 |
| 3 - Very Satisfactory | + 0.4 |
| 2 - Satisfactory | + 0.3 |
| None | 0 |
| 1 - Unsatisfactory | - 0.1 |

A 0.5 maximum score is given for intervening tasks so that it could not be used to cover for unsatisfactory performance of regular tasks. A negative score (-0.1) is given for unsatisfactory performance of intervening tasks so these will not be taken for granted.

Each Supervisor should have a standard procedure (e.g., points system) for rating the intervening tasks:

Scoring is more generous because work is performed beyond the expected tasks. Also, it is assumed that the reason the employee is given additional tasks is that he/she is a “good” employee (at least VS rating).

## Total PES Score:

1. Total PES Score = Part I + Part II + Part III (if applicable)
2. Translate the numerical value of Total PES Score to Qualitative Ratings (Adjectival Rating) using the following range scale:

3.5 – 4.0 Outstanding

3.0 – below 3.5 Very Satisfactory

2.5 – below 3.0 Satisfactory below 2.5 Unsatisfactory

# UP REPS PES Form For INTERVENING TASKS

**(Optional Form)**

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|  |  |  |
| --- | --- | --- |
| **Name** | **Unit/Office/Dept.****CS Institute of Biology (Regen Lab)** | **Position****e.g. URA I** |

**SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

|  |  |
| --- | --- |
|  | **PERFORMANCE RATING** |
| **Performance Measures** (encircle one only) | **Entry Number** | **Tasks/Expectation/Output** | **Weight** | **Rating** | **Weighted Rating** |
| **R** |  |  |  |  |  |
| **E** |  |  |  |  |  |
| **PS** |  |  |  |  |  |
| **I** |  |  |  |  |  |
| **AD** |  |  |  |  |  |
|  |  | **(PMR)** |  |

**(SPECIFIC LIST OF TASKS (Use additional sheets as necessary)**

|  |  |
| --- | --- |
|  | **PERFORMANCE RATING** |
| **Performance Measures** (encircle one only) | **Entry Number** | **Tasks/Expectation/Output** | **Weight** | **Rating** | **Weighted Rating** |
| **R** |  |  |  |  |  |
| **E** |  |  |  |  |  |
| **PS** |  |  |  |  |  |
| **I** |  |  |  |  |  |
| **AD** |  |  |  |  |  |
|  |  | **(PMR)** |  |

**Certified True and Correct:**

**REPS IMMEDIATE SUPERVISOR HEAD OF UNIT**

**(Printed name/Signature) (Printed name/Signature) (Printed name/Signature)**

**Date Date Date**