

ANNEX F – b

			Never					Always	
5	Does not understand the details of the papers submitted and signs even without completed staff work.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
6	Comes up with innovative ideas and shares this with his/her subordinates, colleagues and superiors.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Environmental Acumen									
7	Cannot navigate the politics involved in his/her job. Unable to manage pressures to ensure that appropriate course of actions are followed.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
8	Has the ability to implement projects successfully through proper utilization of resources. Makes wise use of resources and savings are applied to improving our work environment.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
9	Maintains the continuity and stability of operations of the agency notwithstanding changes in leadership and policies.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Honesty and Integrity									
10	Passes all work to staff or other units even if these would need his/her inputs and interventions.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
11	Spends office time unproductively. S/he has no concrete contribution to unit performance.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
12	Has good works ethics. Delivers on targets and works hard on tasks.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Judgment									
13	Does not implement office policies consistently.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
14	Does not look at all angles of the situation before acting and deciding.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
15	Studies all angles of a matter. During instances when s/he is uncertain, s/he solicits for ideas and information.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
16	Makes firm and principled decisions.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Leadership									
17	Does not mentor subordinates to enhance their knowledge and skills.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
18	Has good communication skills. Provides examples. Can simplify complicated concepts and makes sure that subordinates or the other party understands. Often asks for questions and feedback.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
19	Inspires subordinates to reach unit organization objectives. Makes his/her unit staff excited about reaching the objectives of the unit.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7

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20	Does not provide clear instructions on assigned tasks and sets no standards for the output.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
21	Unable to harness the expertise of his/her staff. Delegates tasks to staff that does not match his/her capabilities.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
22	S/he is seen in the office doing his/her work. If s/he is away, the staff knows when and how s/he can be consulted on important matters.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
23	Has a clear picture of what the organization should be and what goals it should attain in the long term, and steers it in that direction.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
24	Informs subordinates of changes in the plans with enough lead time.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
25	Regularly monitors work of subordinates.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
26	Shows indifference and does not support subordinates in need of assistance.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
27	Does not give clear instructions to subordinates and vaguely discusses accountabilities on expected results.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
28	Does not inspire and challenge subordinates to do their best.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
29	Does not mingle with subordinates and is regarded as unapproachable.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
30	Promotes the holistic development of self and others. Unit has timetable for staff enhancement and development such as sessions for reflection, spiritual nourishment and relaxation, inputs or learning of new knowledge and skills.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7

SIGNATURE OVER PRINTED NAME OF RATER

POSITION:
OFFICE/AGENCY/DEPARTMENT:
DATE ACCOMPLISHED: