**PERFORMANCE APPRAISAL FORM (PAF)**

(Monthly Accomplishment)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Programs / Projects / Activities** | **Program / Projects / Activities / Tasks** | | **Actual** | | | **Average** | **Remarks (Completed / Not Completed** |
| **Target** | **Actual Accomplishment** | **Quality** | **Efficiency** | **Timeliness** |
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|  |  |  |  |  |  |  |  |
| Total Score | | |  |  |  |  |  |
| Name and Signature of Ratee: | | | Name and Signature of Rater: | | | | |

**Performance Measures**

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| **CATEGORY** | **DEFINITION** |
| Effectiveness/Quality | The degree to which objectives are achieved and the extent to which targeted problems are solved.  The extent to which actual performance compares with targeted performance.  In management, effectiveness relates to getting the right things done |
| Efficiency | The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount of quantity of waste, expense or unnecessary effort.  In management, effectiveness relates to doing the things right. |
| Timeliness | Measures whether the deliverable was done on time based on the requirements of the rules and regulations, and/or clients/stakeholders.  Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations. |

**Numerical Rating Scale**

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| **Numerical** | **Adjectival** | **Description** |
| 5 | Outstanding | 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 responsibiity. Employee achievement and contributions to the organization are of marked excellence. |
| 4 | Very Satisfactory | Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards. |
| 3 | Satisfactory | Performance met expectations in terms of quality of work, efficiency, and timeliness. The most critical annual goals were met. |
| 2 | Unsatisfactory | Performance failed to meet expectations, and/or one or more of the most critical goals were not met. |
| 1 | Poor | 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. |