



_____ Semester / Term
Academic Year: _____

**PERFORMANCE APPRAISAL
INSTRUMENT FOR FACULTY**

Name: _____

Educ'l. Qualification: _____

Major: _____ **Minor:** _____

College / Office / Unit: _____

Position: _____

Academic Rank: _____

Employment Status: _____

Teaching Assignment: _____

SUMMARY OF RATINGS					
RATER	Mean		Total Mean	Weight	Weighted Mean
	PART I	PART II			
Supervisor Rater				60%	
Client Rater (s)				40%	
Total Weighted Mean					
FINAL NUMERICAL PERFORMANCE RATING					
EQUIVALENT ADJECTIVAL RATING					
We Discuss and Agree on the Above Ratings:					
_____	_____	_____	_____	_____	_____
Ratee	Rater	Confirmed by Next Higher Supervisor	Date		

RATING GUIDE

4.51	–	5.00	–	Outstanding (O)
3.51	–	4.50	–	Very Satisfactory (VS)
2.51	–	3.50	–	Satisfactory (S)
1.51	–	2.50	–	Unsatisfactory (US)
1.50	–	below	–	Poor (P)



**TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT OFFICE
PERF FORM 1: SUPERVISOR**

_____ Semester/Term
Academic Year _____

**PERFORMANCE APPRAISAL INSTRUMENT
FOR FACULTY**

Name: _____
Educ'l. Qualification: _____
Major: _____ Minor: _____
College/Office/Unit: _____
Position: _____
Academic Rank: _____
Employment Status: _____
Teaching Assignment: _____

Instructions:

- This form is used for evaluating the performance of your subordinate in this rating period. Please use pen or ball pen when accomplishing this form.
- Please observe fairness and objectivity when rating your subordinate.
- In rating the performance, fill the box/encircle the number that most objectively represents the level of performance guided by the definitions of rating under each factor.
- After accomplishing this form, please affix your signature.

PART I. PERFORMANCE 70%

Direction: Fill the box with the appropriate rating. Use the following scale.
5 – Outstanding (always shown the characteristics)
4 – Very Satisfactory (frequently shown the characteristics)
3 – Satisfactory (occasionally shown the characteristics)
2 – Unsatisfactory (seldom shown the characteristics)
1 – Poor (never shown the characteristics)

A. INSTRUCTION 53%

1. Commitment

- 1.1 Starts and dismisses class on time.
- 1.2 Shares expertise willingly and enthusiastically.
- 1.3 Makes self-available to students even beyond official teaching hours.
- 1.4 Shows concern and sensitivity to students.
- 1.5 Recognizes and respects student's strengths and weaknesses.

2. Knowledge of Subject Matter

- 2.1 Demonstrates mastery of the subject taught.
- 2.2 Explains the subject matter without completely relying on the prescribed textbooks/other references.
- 2.3 Integrates current and relevant information developments to supplement instruction.
- 2.4 Shows confidence in the delivery of lectures and conduct of discussions.
- 2.5 Conveys ideas on the lesson through a good command of the language of instruction.

3. Teaching for Independent Learning

- 3.1 Provides appropriate worksheets, exercises, activities or handouts to students.
- 3.2 Promotes self-reliance through independent studies.
- 3.3 Allows students to make their own decisions and be accountable for their performance.
- 3.4 Encourages students to ask questions raise problems and present solutions.
- 3.5 Motivates students to do their best.

4. Management of Learning

- 4.1 Organizes teaching-learning activities and prescribes reasonable requirements.
- 4.2 Practices classroom management and discipline.
- 4.3 Utilizes instructional aids and materials to make teaching-learning relevant and meaningful.
- 4.4 Uses varied teaching methods and strategies.
- 4.5 Evaluates students' performance and informs them of the outcomes.

Total Score: _____
Mean: _____
Weight: 53%
Weighted Mean: _____

B. RESEARCH 7%

Direction: Encircle the number that represents the appropriate rating.

1. Output

- 5 Has completed an approved research submitted to the University Research Office.
- 4 Has an undergoing approved research by the URO / or a research submitted to the college level.
- 3 Has an undergoing research at the College Level.
- 2 Is in the process of conceptualizing a research.
- 1 Has potential to do research but has not presented anything.

2. Quality

- 5 Has finished and complete research that substantially satisfied all criteria (novelty, relevance, responsiveness, objectivity, organization) of a good research.
- 4 Has finished a research but missed a criterion of a good research.
- 3 Has finished a research but missed 2 to 3 criteria of a good research.
- 2 Has finished a research but missed the criteria of a good research.
- 1 Has not finished a research.

Total Score: _____
Mean: _____
Weight: 7%
Weighted Mean: _____

C. EXTENSION 7%

1. Outcomes

- 5 Has accomplished an extension project recognized by the college and the university.
- 4 Has accomplished an extension program/project at the College level for consideration at the university level.

- 3 Has an on-going extension program/project in the college.
- 2 Has a proposed extension program/project.
- 1 Has a potential for an extension program/project but has not presented a proposal.

2. Participation

- 5 Is among the major proponents of an extension program/project.
- 4 Is a participant to the major proponent/s of an extension program/project.
- 3 Is among the major proponents to a proposed extension program/project.
- 2 Is a participant to the major proponent of a proposed extension program/project.
- 1 Has potential to conduct an extension program/project.

Total Score: _____
Mean: _____
Weight: 7%
Weighted Mean: _____

D. PRODUCTION 3%

- 5 Has instructional materials recognized by the University or available at the Business Center for sale or distribution. (textbook / manual / worksheets / CDs, etc.)
- 4 Has instructional materials used in the college level.
- 3 Has on-going project of producing instructional material.
- 2 Has an instructional material at the conceptualization stage
- 1 Has a potential in the production of instructional material.

Total Score: _____
Mean: _____
Weight: 3%
Weighted Mean: _____

PART I Total Weighted Mean (TWM): _____



**TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT & MANAGEMENT OFFICE**

PART II – CRITICAL FACTORS (30%)

Direction: This form seeks to evaluate the personal and professional characteristics of the faculty. Please fill the box that most objectively represents the level of performance guided by the definitions of rating under each factor.

- 5 – Outstanding (always shown the characteristics)
- 4 – Very Satisfactory (frequently shown the characteristics)
- 3 – Satisfactory (occasionally shown the characteristics)
- 2 – Unsatisfactory (seldom shown the characteristics)
- 1 – Poor (never shown the characteristics)

A. PERSONAL AND PROFESSIONAL CHARACTERISTICS (20%)

- Courtesy and Human Relations** – polite, kind and thoughtful behavior toward others in manner of speech and actuation. Integrates concern for people at work, office, client and supervisor-subordinate relationship into work situations.
- Leadership** – the manner of guiding, influencing, motivating and developing confidence of others to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically.
- Stress Tolerance** – stability of performance under pressure or opposition. Consistently confident and positive even during stressful conditions at work.
- Honesty and Integrity** – shows uprightness, fairness, frankness, and sincerity in his intentions, works, and actions.
- Initiative/Resourcefulness** – starts action, projects, and performs assigned tasks without being told and under minimal supervision.
- Attire/Grooming** – presents a neat and presentable appearance, wears proper uniform/attire and ID.
- Physical and Mental Health** – possesses high intellectual capacity and physically fit for work, and emotional adjusted.

Total Score: _____
Mean: _____
Weighted Score: _____

B. PUNCTUALITY AND ATTENDANCE (10%)

Direction: Encircle the number that represents the appropriate rating.

1. Punctuality (5%)

- 5 Not more than 3 times tardy / undertime during the last 6 months.
- 4 4-6 times tardy / undertime.

- 3 7-10 times tardy / undertime
 - 2 11-15 times tardy / undertime
 - 1 More than 15 times tardy / undertime
- Total Score:** _____
Mean: _____
Weighted Score: _____

2. Attendance (5%)

- 5 Not more than 4 days absent; Absences applied for in accordance with regulations.
- 4 5-8 days absent
- 3 9-12 days absent
- 2 13-16 days absent
- 1 More than 16 days absent

Total Score: _____
Mean: _____
Weighted Score: _____

PART II Total Weighted Score (TWS): _____
 (A + B)

COMMENTS AND RECOMMENDATIONS

NAME OF RATER

POSITION

OFFICE/DIVISION

ADDRESS

SUMMARY:

AREA	Weighted Average Score	Weight	Overall Weight
PART I. PERFORMANCE (70%)			
1. Instruction		53%	
2. Research		7%	
3. Extension		7%	
4. Production		3%	
Total Weighted Score Part I:			
PART II. CRITICAL FACTOS (30%)			
1. Personal and Professional Characteristics		20%	
2. Punctuality		5%	
Attendance		5%	
Total Weighted Score Part II:			
FINAL NUMERICAL PERFORMANCE RATING (Part I + Part II)			
EQUIVALENT ADJECTIVAL RATING			

RATING GUIDE

- 4.51 – 5.00 – Outstanding (O)
- 3.51 – 4.50 – Very Satisfactory (VS)
- 2.51 – 3.50 – Satisfactory (S)
- 1.51 – 2.50 – Unsatisfactory (US)
- 1.50 – below – Poor (P)