



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

Ref. No. 2021-11-09  
November 23, 2021

#### MEMORANDUM FROM THE DIRECTOR

**To : ALL DA-BAR Contract of Service (COS) Employees  
All Division/Section/Unit Heads**

**Subject : Submission of Performance Evaluation Reports for Renewal  
Of Contracts of Service for CY 2022**

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This refers to the memorandum from the Secretary dated November 17, 2021 on our request for renewal of contracts of service for our COS staff for CY 2022. In addition to the requirements enumerated in our memorandum dated October 19, 2021, the following documents must be attached to the request:

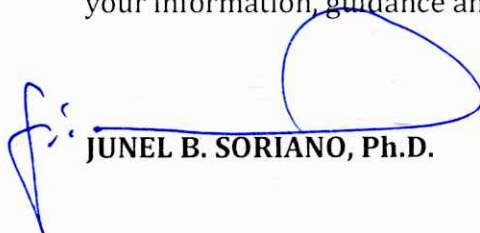
1. Accomplished Performance Rating Sheets for January to June 2021 and July to December 2021

It must be noted that performance and behavioral factors are already included in the evaluation report to be rated in accordance with the prescribed standards and scales in the attached sample Performance Rating Sheet.

Division/section/unit heads are advised to render assistance to COS employees in the accomplishment of the said report. A soft copy of the Performance Rating Sheet shall be made available by the HRMU for submission **on or before December 10, 2021**.

***Numerical and adjectival ratings must be handwritten.***

Attached is a copy of the memorandum from the Secretary dated November 17, 2021 for your information, guidance and compliance.

  
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with empowered and prosperous farmers and fisherfolk*





Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City



November 17, 2021

**MEMORANDUM**

**TO :** ALL HEADS OF OFFICES OF THE DEPARTMENT OF AGRICULTURE

- OFFICE OF THE SECRETARY
- OFFICE OF THE UNDERSECRETARIES
- OFFICE OF THE ASSISTANT SECRETARIES
- ALL SERVICE UNITS
- ALL BUREAUS
- ALL ATTACHED AGENCIES AND CORPORATIONS
- ALL REGIONAL EXECUTIVE DIRECTORS

**FROM :** THE SECRETARY

**SUBJECT :** RENEWAL OF CONTRACTS OF CONTRACT OF SERVICE (COS) PERSONNEL FOR 2022

In order to avoid the perennial problem of Contract of Service (COS) personnel reporting without contracts, you are hereby directed to submit your request for renewal of their contracts for 2022 to the Office of the Secretary through the DA-Central Office-Personnel Division **on or before December 15, 2021.**

The performance of COS personnel must be rated prior to the recommendation for renewal. Only COS personnel with performance rating of Very Satisfactory shall be endorsed for renewal.

The following documents must be attached to your request:

1. Matrix of Contract of Service Personnel, Position, Salary Grade, Source of Funds, Duties and Responsibilities and Performance Rating;
2. Copy of Individual Performance Rating of Contract of Service Personnel taking into consideration the following criteria:
  - Quality
  - Quantity
  - Timeliness
  - Initiative
  - Autonomy (work with less supervision)

We shall strictly observe the "No Contract No Reporting" policy in 2022.

For your guidance and compliance.

  
WILLIAM D. DAR, Ph.D.

DEPARTMENT OF AGRICULTURE  
in replying pls cite this code  
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**PERFORMANCE RATING SHEET**

**PERIOD: January - June 2021**

**SAMPLE ONLY**

**NAME OF CONTRACT OF SERVICE  
(COS) PERSONNEL:**

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**POSITION:**

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**OFFICE:**

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ACTIVITY	OUTPUT INDICATOR	TARGET	ACCOMPLISHMENT	QUANTITY 1	QUALITY 2	TIMELINESS 3	
				QN1	QL2	T3	
<b>1. PERFORMANCE</b> - Based on actual duties & responsibilities 75%							
* Receive and encode incoming documents	No. of documents	Receive 20 incoming documents per day and encoded w/in 2 days	Received 30 incoming documents per day and encoded w/in the day	5	5	5	
* Release documents	No. of documents	Release 20 documents to concerned units w/in 2days	Release 20 documents w/in the day.	4	4	5	
<b>Total Performance Rating =</b> (sum of Q1 + Q2 + T3 )				9	9	10	28
<b>Average Performance Rating =</b> Total Performance Rating / No. of Ratings							4.67
<b>Final Performance Rating X</b> 0.75							3.5

<b>2. BEHAVIORAL : 25%</b>		
<b>A. Initiative 10%</b>		4
<b>B. Autonomy (work w/ minimal supervision) 5%</b>		4
<b>C. Punctuality (5%)</b>		3
<b>D. Others (teamwork , courtesy, good manners &amp; right conduct (GMRC) 5%</b>		4
Rating of Behavioral Factors in %		
<b>A 4 x .10</b>		0.4
<b>B 4 x .05</b>		0.2
<b>C 3 x .05</b>		0.15
<b>D 4 x .05</b>		0.2
<b>Final Behavioral Factors Rating</b>		0.95
<b>FINAL RATING = Performance + Behavioral</b>		4.45
<b>Final Adjective Rating</b>		<i>Very Satisfactory</i>

Name of COS Personnel:

Final Rating by:

\_\_\_\_\_  
(Signature / Printed Name)

\_\_\_\_\_

<b>Final Rating Scale</b>	
4.5 - 5.0	Outstanding
4.0 - 4.49	Very Satisfactory
3.5 - 3.99	Satisfactory
3.0 - 3.49	Unsatisfactory
2.99 and below	Poor

**PERFORMANCE RATING SCALE**

<b>RATING</b>		<b>DESCRIPTION</b>
<b>SCALE</b>	<b>ADJECTIVAL</b>	
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 responsibility. All individual targets and actual output indicators were achieved prior to the set target dates.
4	Very Satisfactory	All individual targets and actual output indicators were achieved on the actual targets dates.
3	Satisfactory	Performance met substantially, but not all the expectations in terms of individual targets and actual output indicators.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the individual targets and actual output indicators were not met.
1	Poor	Performance was consistently below expectation, and /or reasonable progress toward individual targets and actual output indicators were not met. Significant improvement is needed in one or more important areas.

**OTHER FACTORS RATING SCALE**

**RATING**

<b>SCALE</b>	<b>ADJECTIVE</b>
5	Outstanding
4	Very Satisfactory
3	Satisfactory
2	Unsatisfactory
1	Poor