

Republic of the Philippines
CAREER EXECUTIVE SERVICE BOARD
 ☒ No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City
 951-49-81 to 88

**CAREER EXECUTIVE SERVICE Performance Evaluation System
 Behavioral Competency Scale (BCS) for Superior Raters**

OFFICIAL TO BE RATED:
POSITION DURING THE RATING PERIOD :
OFFICE/AGENCY/DEPARTMENT:
OFFICE ADDRESS:
RATING PERIOD:

Read the sentences and rate the ratee in terms of how often you have observed the behavior being described.

Kindly encircle the number that best represents your assessment of the ratee's behavior.

Unable to Rate/ Unsure of Answer	Never Shows the behavior Being Described						Always Shows the behavior Being Described
	1	2	3	4	5	6	7

Unable to Rate/ Unsure of Answer	Never						Always
	1	2	3	4	5	6	7

Creativity and Innovation									
1	Recommends and implements reforms contributing to the attainment of the office goals and objectives.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
2	Does not suggest a new perspective of looking at things, be they policies, programs, projects or problems.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
3	Does not say much in meetings and does not contribute to the discussion. When s/he speaks, it will just be in terms of agreeing to what is being proposed.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
4	When an innovation is introduced s/he builds on it by adding his/her ideas or makes adjustment for better implementation or acceptance of the change.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
5	When given a problem to solve, sees it as a challenge and gets excited at the chance of being able to work on it.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
			Never						Always

ANNEX F – a

Critical and Systemic Thinking										
6	Does not explore other ways of doing things and resigns to prevailing circumstances.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
7	Anticipates changes along the way particularly when planning a project and makes contingency plans.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
8	Systematically analyzes and evaluates problems and issues as basis for recommending and implementing effective solutions.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
9	Does not check the nature and sources of data or information before deciding.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
Environmental Acumen										
10	Blames limited government resources for inability to meet service quality standards.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
11	Does not maximize the use of scarce government resources to achieve expected outputs.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
12	Does not network and establish strategic alliances with stakeholders to achieve goals/objectives.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
13	Sees opportunities when to effectively pursue his/her unit's/department's goals.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
14	Willingly attends to activities that would entail relating to other stakeholders including LGUs, clients, and development agencies.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
Honesty and Integrity										
15	Lets work pile up on desk and unmindful of set deadlines for tasks.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
16	Does not report to work regularly.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
17	Works expeditiously to achieve results on time.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
18	Makes use of official time and resources wisely.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
Judgment										
19	Listens to hearsay and does not look at all angles.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
20	Weighs matter judiciously and takes necessary action for his/her decision to be carried out.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
21	Knows how to set priorities. Is not easily overwhelmed if assigned multi-tasks because s/he has a defined set of criteria by which s/he assesses his/her tasks.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7	
			Never							Always

ANNEX F – a

22	Makes sound decision by gathering all pertinent information and goes through a logical analysis of these.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
23	Does not study all angles of a matter. During instances when s/he is uncertain, s/he does not solicit for ideas and information from subordinates, peers and superiors.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Leadership									
24	Knows own limitations and consults peers and subordinates on certain matters.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
25	No passion for work, for the organization, or for the agency's clientele.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
26	Effectively monitors and evaluates office performance to ensure alignment with organizational/national goals and objectives.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
27	Does not set realistic goals.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
28	Does not set time frame for task to be done.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
29	Provides no substantive contribution to the organization's performance.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
30	Inspires a sense of purpose that unifies co-workers through a shared vision.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
31	Develops the skills, knowledge and abilities of subordinates for effective work performance. Mentors subordinates to maximize their leadership/managerial potentials.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
32	Is versatile and humble enough to perform even staff functions when the need arises.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
33	Plans, organizes and executes the programs using a systematic process.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
34	Does not set priorities, goals and objectives that the team should work for.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
35	Is not open to suggestions, comments and inputs from all sides.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7

SIGNATURE OVER PRINTED NAME OF RATER

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CAREER EXECUTIVE SERVICE Performance Evaluation System
Behavioral Competency Scale (BCS) for Subordinate Raters

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Unable to Rate/ Unsure of Answer	Never						Always
	1	2	3	4	5	6	7

Creativity and Innovation									
1	Does not provide new ideas and approaches to a project or a problem.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
2	S/he does not initiate change in the office. Does not think of ways to improve systems, procedures and employee welfare.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
3	Comes up with new ways of looking at a situation. Contributes alternatives to issues and problems.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7
Critical and Systemic Thinking									
4	Knows the nuances of the job. Knowledgeable and has the technical expertise to handle his/her tasks.	Unable to Rate/ Unsure of Answer	1	2	3	4	5	6	7

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

ANNEX F – b

			Never						Always
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

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