**Republic of the Philippines**

**CAREER EXECUTIVE SERVICE BOARD**

No. 3 Marcelino St., Holy Spirit Drive, Diliman, Quezon City

Tel. Nos. 951-4981 local 110, 111 & 126; 951-4986 (telefax)

**Career Executive Service Performance Evaluation System**

**RATING FORM FOR SUPERIOR RATER**

**CESPES Form No. 003 - B**

|  |  |  |
| --- | --- | --- |
| **NAME OF RATEE**: | | **PERFORMANCE YEAR**: |
| **POSITION DURING THE RATING PERIOD**: | | **DEPARTMENT/AGENCY**: |
| **PART II. BEHAVIORAL COMPETENCE** | | |
| *Read each sentence carefully. Assess the Ratee’s competence in the six (6) Core Competencies. In providing your assessment, please be guided by the description provided below. Kindly shade on the answer that best represents your assessment of the Ratee’s behavior.* | | |
| **Competency Assessment** | **CES Core Competency** | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Strategic and Critical Thinking**  The ability to obtain information and identify key issues and relationships relevant to achieving a long-range goal or vision; to commit a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values. The competency requires the manifestation of the following behaviors:   * Reads the environment; Collects and analyzes information * Understands the larger picture * Formulates objectives and priorities with clear success indicators * Communicates the vision of the organization | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Leading in a Continuously Changing Environment**  The ability to encourage others to seek opportunities for different and innovative approaches in addressing challenges and opportunities, and facilitate the implementation and acceptance of change within the organization. The competency requires the manifestation of the following behaviors:   * Maintains an open mind to changing circumstances and new information * Identifies and implements new and better way of accomplishing results * Manages the change process | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Developing and Empowering others to Establish Collective Accountability for Results**  The ability to develop and nurture effective relationships with colleagues and team members and to deal constructively with conflicts. The ability to develop subordinates’ competencies and enhance performance by planning effective development activities related to current and future jobs.   * Sets himself/herself as a positive example to others * Develops others to perform and contribute to the organization * Deals with others effectively * Delegates and makes others accountable for their own action | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Linkaging and Networking for Productive Partnerships**  The ability to create and strengthen partnerships that can provide information, resources, and leverage to the organization; to define and harness synergies across the organization and with external partners. The ability to identify opportunities and perform measures that build strategic relationships between one’s area and other areas, teams, units, departments or organizations to achieve goal. The competency requires the manifestation of the following behaviors:   * Works cooperatively with others to resolve issues and facilitates dialogue to   resolve differences and reach compromises   * Engages others in partnerships and collaborations * Has a clear understanding of the bureaucracy | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Planning and Organizing for Greater Impact**  The ability to establish a systematic course of action for one’s self and/or for others to achieve a specific goal; to plan and implement rational assignments of personnel and appropriate allocation of time and other resources.   * Plans, prioritizes, sets goals and establishes performance standards * Develops systems to organize and keep track of performance related information * Aligns and manages human, financial and information resources strategically. | |
| **5** – **Exceptional**  **4** - **More than**  **adequate but**  **falls short of**  **being exceptional**  **3** – **Adequate**  **2 - Less than**  **Adequate**  **but can be**  **improved**  **1 – Poor** | **Driving Performance for Integrity and Service**  The ability to produce and deliver quality results, to be action-oriented and committed to achieve outcomes.   * Makes well informed, effective and timely decisions, even when data is limited * Identifies root cause of problems and evaluates alternative solutions * Understands and appropriately applies principles, procedures, requirements,   regulations, and policies related to specialized field of expertise   * Shows significant level of effort, persistence and commitment to achieve goals | |

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**Career Executive Service Performance Evaluation System**

**RATING FORM FOR SUPERIOR RATER**

**CESPES Form No. 003 - C**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF RATEE**: | | | **PERFORMANCE YEAR**: | |
| **POSITION DURING THE RATING PERIOD**: | | | **DEPARTMENT/AGENCY**: | |
| **PART III. INDIVIDUAL PROFESSIONAL NEEDS** | | | | |
| *Please identify the developmental area that the Ratee needs to improve on by shading the circle provided below.* | | | | |
| **Competency** | **Development Needs** | **Competency** | | **Development Needs** |
| **Strategic and Critical Thinking**  **Developing/ Empowering others**  **Driving Performance for Integrity and Service** | Strategic Management  National Development  Issues and Concerns  Policy Appreciation  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Conflict Management  Mentoring and  Coaching  Talent Management  Communication  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Problem Solving and  Decision Making  Performance  Management  Communication  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Leading in a Continuously Changing Environment**  **Planning and Organizing for Greater Impact**  **Linkaging and Networking for Productive Partnerships** | | Organizational Development  Tools and Techniques (Total  Quality Management, High  Performance Organization,  Balance Score Card,  Management By Objective, etc)  Managing Change  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project/Program Development  and Management  Financial Management  Accountability  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Social Marketing  Community Development  International Linkages and  exposure  Others (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**Date:**

**Position:**

**Superior Rater’s Signature over Printed Name**

***Concurrence:***

The rating on behavioral competence as indicated above was discussed with me by my superior.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

**Position:**

**Ratee’s Signature over printed name**