

ADOPTING THE SUPREME COURT PERFORMANCE EVALUATION SYSTEM (SCPES) AND THE FORMS FOR PERFORMANCE EVALUATION

SC ADMINISTRATIVE CIRCULAR NO. 3-2000, November 13, 2000

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WHEREAS, Resolution No. 99-1792 of the Civil Service Commission (CSC) dated 11 August 1999 prescribes revised policies to enhance the performance evaluation system of government agencies; and CSC Memorandum Circular No. 13, series of 1999, requires all government agencies to prepare and submit to the CSC not later than 30 June 2000 a revised Performance Evaluation System;

WHEREAS, per Administrative Order No. 80-2000 dated 19 June 2000, the Supreme Court created a Performance Evaluation Review Committee, which shall, inter alia, "study, evaluate, revise, or modify the draft Performance Evaluation System and Performance Evaluation Forms submitted by the Office of Administrative Services";

WHEREAS, on 27 June 2000, the Performance Evaluation Review Committee submitted to the Chief Justice the following:

- Supreme Court Performance Evaluation System;
- Monthly Performance Appraisal Report Form;
- Performance Evaluation Form for Supervisors; and
- Performance Evaluation Form for Non-Supervisors

copies of which are hereto attached as Annexes "A", "B", "C", and "D", respectively, and are made integral parts of this Administrative Circular;

WHEREAS, these papers faithfully embody the purpose and objectives of CSC Resolution No. 99-1792 and CSC Circular No. 13, series of 1999;

WHEREAS, in a letter of 8 August 2000 addressed to Atty. Eden T. Candelaria, Deputy Clerk of Court and Chief Administrative Officer, Dir. Angelito G. Grande, Director IV of the Civil Service Commission suggested some modifications in the aforementioned SCPES and performance evaluation forms which include:

- a cross-rating scheme involving multiple raters other than the supervisors;
- the inclusion of the Chief of the Planning Division/Unit as member of the PERC;
- the setting of minimum and maximum periods of evaluation;
- additional duties of the PERC to review employee targets and standards and to review and determine final ratings;
- the revision of the computation of ratings to conform with the new policies of the Commission;
- policies pertaining to submission, confirmation and modification of employees' performance targets and

standards; and

- fixing the period for pilot-testing and timetable of PES activities.

WHEREAS, the Office of Administrative Services, taking into consideration the CSC suggestions, consequently recommended the approval of the:

- Amended SCPES which incorporated the CSC suggestions except the inclusion of the Chief of Planning Division, as member of the PERC as no such division exists in the Supreme Court;

- Performance Evaluation Form 1 (Supervisor and Self-Rater Form);

Performance Evaluation Form 2 (Subordinate Rater Form);

Performance Evaluation Form 3 (Peer Rater Form);

Performance Evaluation Form 4 (Client Rater Form); and

- Modifications in the constitution of the PERC but only with respect to the:

- change in the designation of Atty. Eden T. Candelaria from Acting Chief, Office of Administrative Services to Deputy Clerk of Court and Chief Administrative Officer;

- replacement of Atty. Artemio Runez as member by Atty. Ma. Lourdes Perfecto who succeeded the former as SCALE President; and

- inclusion of a member representative from the rank and file employees with first level positions to be nominated by the SCEA in addition to the SCEA President who represents the rank and file with second level position

WHEREAS, the above recommendations are in order.

NOW THEREFORE, the amended SCPES is hereby approved and adopted and the modified performance evaluation forms are hereby approved and prescribed. The PERC shall commence pilot-testing of the SCPES and modified evaluation forms on 1 January 2001 and submit the results thereof to the Civil Service Commission for approval prior to the final implementation in July 2001.

The recommended modifications in the composition of the PERC are now embodied in Amended Administrative Order No. 80-2000 issued on 9 November 2000.

The Office of the Clerk of Court and Office of Administrative Services shall implement this Administrative Circular and distribute copies thereof to all concerned, and furnish the Civil Service Commission with a copy of this Amended Administrative Circular, which modifies and amends Administrative Circular No. 3-2000 that had originally set the implementation of the SCPES and new performance evaluation forms on 30 June 2000.

This Administrative Circular shall take effect on 1 December 2000.

Issued this 13th day of November 2000.

(Sgd.) HILARIO G. DAVIDE, JR

Chief Justice

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