




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM

ORDER NO: J-2011-60

FOR : ALL JOB ORDER EMPLOYEES

FROM : 
ATTY. JANE C. BACAYO, DVM, MPA
Executive Director

SUBJECT : NOTICE OF TERMINATION

DATE : May 30, 2011

Please be informed that effective the closing office hours of June 30, 2011, your Contract of Service with the National Meat Inspection Service is hereby terminated.

In this regard, performances will be evaluated as well as past ratings and whatever would be the outcome of the evaluation would be basis for possible re-hiring.

May we extend our appreciation for the service that you have rendered. This has greatly contributed in the implementation of the plans, programs and activities of this agency.

Regional Technical Directors, Divisions and Section Head are directed to send the result of their evaluation to the Personnel Section **before end of office hours of June 15, 2011.**

For your information, guidance and compliance.

Copy furnished:

Deputy Executive Director
All Regional Technical Directors
Central Office Division/Section/Unit Heads
Bulletin Board
E-group



CONTRACTUAL EMPLOYEE'S PERFORMANCE EVALUATION FORM

Name of Employee : _____

Division/Section : _____

Immediate Supervisor : _____

Name of Rater : _____

Signature : _____

Part I : *Actual Performance* 70%

CRITERIA	ACTUAL PERFORMANCE Immediate Supervisor/ Supervisor	RATING
<p>1. QUANTITY 35%</p> <p>This is based on the actual work load (AWL) to v\be done vs the actual work accomplished (AWA).</p>		
<p>2. QUALITY 35%</p> <p>This is based on the output expected/desired by the immediate supervisor/ supervisor from his/her employee/s</p> <p style="text-align: right;">Best - 35 % Better - 30 - 34 % Good - 25 - 29 %</p>		
<p>3. TIME 30%</p> <p>This is based on the expected time given to deliver the output by the employee/s to his/her immediate supervisor/supervisor.</p>		

TOTAL

CONTRACTUAL EMPLOYEE'S PERFORMANCE EVALUATION FORM

Name of Employee : _____

Division/Section : _____

Immediate Supervisor : _____

Name of Rater : _____

Signature : _____

Part II : Behavioral 30%

CRITERIA	BEHAVIORAL Immediate Supervisor/ Supervisor	RATING
1. ATTITUDE TOWARDS WORK * Punctuality * Attendance * Diligence * Enthusiasm	35%	
2. ATTITUDE TOWARDS PEERS * Team worker * Initiativeness in helping peers * Good Exemples to peer	35%	
3. ATTITUDE TOWARDS CLIENTS * Positive attitude * Politeness/Courteousness * Personal Grooming * Communication Skills Effective	30%	

TOTAL