




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
Visayas Ave., Diliman, Quezon City
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Mobile Number: 09178367009
URL: <http://www.nmis.da.gov.ph>
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MEMORANDUM

ORDER NO: 11-2011-160

FOR : ALL JOB ORDER EMPLOYEES

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

SUBJECT : NOTICE OF TERMINATION

DATE : 28 November 2011

Please be informed that effective the closing office hours of December 31, 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 the 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 Heads are directed to send the result of their evaluation to the Personnel Section **before the end of office hours of December 15, 2011.**

For your information, guidance and compliance.

Cc:

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



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

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 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 to his/her employee/s</p> <p style="text-align: center;">Best - 35 % Better - 30 - 34 % Good - 25 - 29 %</p>		
<p>III. 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 15%

CRITERIA	BAHAVIORAL Internal Client	RATING								
1. ATTITUDE TOWARDS WORK 35% * Punctuality * Enthusiasm * Diligence * attendance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">10</td><td style="width: 50%;"></td></tr> <tr><td>10</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>5</td><td></td></tr> </table>	10		10		10		5		
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II. ATTITUDE TOWARDS PEERS 30% * Team worker * Initiativeness in helping peers * Innovativeness	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">10</td><td style="width: 50%;"></td></tr> <tr><td>10</td><td></td></tr> <tr><td>10</td><td></td></tr> </table>	10		10		10				
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III ATTITUDE TOWARDS CLIENTS 35% * Courteousness * Approachable * Personableness (Personal Hygiene) * Communiocation Skills Effective	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">10</td><td style="width: 50%;"></td></tr> <tr><td>10</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>5</td><td></td></tr> </table>	10		10		10		5		
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