



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-1

18 October 2023

CIRCULAR
NUMBER 15-23

PCG PERFORMANCE MANAGEMENT SYSTEM FOR NON-OFFICERS

I. REFERENCES

- a. Circular Nr -1-22 NHQ-PCG/CG-1 dated 18 March 2022 or the PCG Performance Evaluation System for Officers
- b. Circular Nr 16 AGPCR2 dated 13 September 1993 or the Enlisted Personnel Evaluation Marks
- c. Circular Nr 05 OTAG/PCRD dated 07 September 2015 or the AFP Performance Management System

II. GENERAL

This Performance Management System is a tool to evaluate the overall performance of the Non-Officers in the PCG. This system is designed to provide the PCG with the means of measuring the quality of performance demonstrated by the Non-Officers in their tour of duties.

Further, this policy is intended to assess Non-Officers' performance and provide a way to gauge the level of performance displayed by enlisted personnel during their PCG duty. Additionally, this will offer a platform for the feedback and counselling career progression and area(s) for improvement.

With the help of this instrument, the PCG can assess the efficiency and effectiveness of the mandated functions performed by the Non-Officers with proper behavioral discipline being installed. This also ensures that PCG mandates are being performed in accordance with high standards and competence.

III. SCOPE AND PURPOSE

This Circular shall apply to all Non-Officers of the Philippine Coast Guard. It prescribes the policies governing PCG Performance Management System in evaluating and measuring the performance effectiveness and value of Non-Officers in the PCG service. Likewise, it will provide the Non-Officers' feedback on their individual and collective performances.

IV. OBJECTIVES

The PCG Performance Management System for Non-Officers is established with the following objectives:

- a. To provide the PCG with information on Non-Officers' performance effectiveness and value which together with other available data, can be used as a guide in their actions;
- b. To continuously foster improvement of Non-Officers' performance and efficiency;
- c. To establish an effective scheme of rating the Non-Officer for every period of active service, except while on leave prior to retirement to be used as a tool for measuring their value to the service and as basis for personnel action such as promotion, reenlistment, selection for training, schooling, assignment, reassignment, designation to key position, and separation; and
- d. To provide feedback mechanism/counselling on personnel performance and developmental needs.

V. DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall be construed to mean:

- a. **1st Rater** - refers to the immediate superior who has direct work experiences with the Non-Officer/ratee.
- b. **2nd Rater** - refers to the direct supervisor of the Non-Officer/ratee who monitors and evaluates the same on the basis of agreed targets and standards.
- c. **Administrative Control (ADCON)** - direction or exercise of authority over subordinate or other organizations in respect to administration and support, including organization of task forces/unit, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.
- d. **Adjectival Rating** - refers to the corresponding interpretation of the numerical rating based on the five (5) levels of personal attribute indicators.
- e. **Commanding Officer (CO)** - refers to the Officer-in-Charge of an Office, Unit, Command, or operational unit who supervises activities of Non-Officers under his command.

- f. **Detached Service** - refers to the status of personnel assigned to other PCG units outside his mother unit performing specific coastguard function or mission on a temporary basis.
- g. **Detailed** - refers to the status of personnel assigned to other agency/organizations/individuals outside PCG performing specific functions/duties.
- h. **Endorser** - the immediate supervisor of ratee under a chain of command and/or staff structure who exercises supervision over the Non-Officer being rated.
- i. **Feedback Session** - the conduct of objective session to inform the ratee about the result of his/her performance rating as a tool for self-assessment and personal development.
- j. **Initial Feedback Session** - an objective session conducted immediately after the result of his/her performance rating which uses the previous NOPER result as basis.
- k. **Mid-term Feedback Session** - an objective session conducted immediately after the result of his/her performance rating which uses the current NOPER result as basis.
- l. **Non-Officer** - refers to the enlisted personnel or the non-commissioned Officer of the Philippine Coast Guard (PCG).
- m. **Non-Officer Performance Evaluation Report (NOPER)** - refers to a specific form to be filled up by the raters and endorser which will be discussed with the ratee promptly and properly accomplished during a prescribed rating cycle. It is a confidential document which shall be handled according to prescribed rules on handling of confidential matters.
- n. **Numerical Rating** - refers to the average of all the ratings given to the ratee by the raters and endorser in the different personal attributes.
- o. **Operational Control (OPCON)** - direction or exercise of authority over subordinate or other units in the conduct of its operations. Includes control over how plans are executed and missions are to be accomplished.
- p. **Performance of Duty** - refers to the manner by the Non-Officer/ratee carries out and accomplishes assigned tasks.
- q. **Performance Feedback** - refers to a communication that a raters/endorsers uses to tell the Non-Officer/ratee the prescribed expectations with regard to his/her duty performance as well as how well the ratee meets those expectations.

- r. **Personal Attributes** - the quality and characteristics necessary and essential for Non-Officer/ratee to perform duties and responsibilities and to accomplish the assigned tasks.
- s. **Personnel Actions** - the process that pertains to Non-Officer/ratee career management, i.e., promotion, reenlistment, selection for training, schooling, assignment, reassignment, designation to key position and separation.
- t. **Ratee** - the Non-Officer whose performance is being evaluated through a set of standards and required attributes.
- u. **Rating Chain** - the level of succession from the ratee to the 1st rater, 2nd rater up to the endorser.
- v. **Rating Cycle** - shall refer to the frequency in which an individual's performance of duty and ascribed attributes are being evaluated vis-a-vis set standards.
- w. **Service Commands** - can be categorized into two types: (a) Functional Line Service Command; and Dedicated Line Service Command. Functional Line Service Command shall include MSSC, MEPCOM, MARSEC, and CGWCEISC; while Dedicated Line Service Command shall include CGETDC, CG Fleet, CGLSC, CGSOF, CGAF, CGCRS, CGHRMC, CGFS, CGIA, CGSSIAC, CGIG-AIS, and CGIF.

VI. POLICIES:

- a. Non-Officer Performance Evaluation Reports (NOPER) are of such far-reaching importance to the PCG and to the individual personnel such that greatest care shall be exercised in their preparation and accomplishments. All unit commanders/heads of office must take appropriate steps to ensure that all Non-Officers under them will be able to read and understand the contents of this Circular;
- b. All raters and endorser shall be impartial, accurate, objective and judicious in rendering NOPER and should realize the serious necessity of a realistic performance appraisal or evaluation in the PCG;
- c. The NOPER shall be used by the immediate supervisor as a tool in mentoring subordinates in the improvement of their performance. Raters and endorser shall continuously correct deficiencies and stimulate improvement among subordinates. Feedback sessions shall be conducted at least twice after every rating cycle/periodic evaluation (**Annex C**). That initial feedback session be based on the previous NOPER result and mid-term feedback session be based on the result of current NOPER which must be done face-to-face;
- d. One-on-one feedback session shall be conducted to inform the ratee about the result of his/her performance rating as a tool for self-assessment and personal development.

e. Evaluation by the raters and endorser shall be based on facts and actual observation throughout the rating period. It should not be based only on few isolated incidents;

f. The NOPER shall be used as a guide in providing a standard designed to document the expectations on individual performance;

g. Components of determining fitness to serve shall include a tool that measures the PCG Core Values, Individual Attributes, Competencies and Performance of duties of every Non-Officer. This System shall enable the organization to judiciously select and maintain a highly functional group of human assets that can readily respond to complex situations, harness positive public support and carry out societal demand for greater accountability and professionalism in the service;

h. The NOPER shall consist of two (2) parts:

(1) **Part I** includes ratee's identification, to wit:

- Name
- Rank/Grade
- PCG Serial Number
- Unit/Office Assignment
- Position/designation
- Duties, Tasks, and Responsibilities

(2) **Part II** includes data on performance evaluation which is subdivided into three (3) sections, to wit:

• **Section A: Personal Attributes**

a. Punctuality and Attendance
b. Knowledge of Work
c. Work Judgement
d. Quality of Work
e. Volume of Acceptable Work
f. Meeting of Deadlines
g. Acceptance of Responsibility
h. Acceptance of Direction
i. Adaptability
j. Effectiveness Under Stress
k. Personal Appearance
l. Operation of Equipment
m. Initiative and Resourcefulness
n. Moral Values and Ethical Conduct

Each personal attribute is described/defined using 5-point level rating (**Annex A**) which the raters and endorser will use to evaluate the Non-Officer concerned:

Adjectival Rating	Scale
Outstanding (Stand-out among contemporaries)	4.1 – 5.0
Very Satisfactory (Equaled by a few of his/her contemporaries)	3.1 – 4.0
Satisfactory (Just enough to meet normal standard)	2.1 – 3.0
Unsatisfactory (Needs improvement or corrections)	1.1 – 2.0
Poor (Incompetent)	0 – 1.0

- **Section B:** In this section, raters/endorser shall indicate job strength, superior performance incident, and progress achieved.
 - **Section C:** In this section, raters/endorser shall indicate the work performance deficiencies or job behavior of the ratee that requires improvement or correction.
 - **Section D:** In this section, raters/endorser shall indicate the numerical and adjectival ratings of the ratee which serves as his/her overall performance ratings.
- i. NOPER shall be rendered as follows:
- 1) Periodic – shall be conducted every six (6) months. The NOPER shall therefore cover the period January to June which will be submitted in the first week of July and the period of July to December which will be submitted in the first week of January of the succeeding year;
 - 2) Relief of Ratee – shall be conducted upon relief of the ratee from his/her primary duty assignment provided that he/she have rendered at least thirty (30) days or more in a certain designation and shall be accomplished fifteen (15) days before relief from his/her office/unit;
 - 3) Relief of the Rater – shall be conducted upon attaining thirty (30) days or more of duty which shall be accomplished fifteen (15) days upon relief of the rater;
 - 4) Relief of the Endorser – shall be conducted upon attaining thirty (30) days or more of duty which shall be accomplished fifteen (15) days upon relief of the endorser;
 - 5) On Special Occasion, to wit:
 - i. Upon completion of a duty as student (local or foreign) or duty as detailed outside of PCG;
 - ii. When, in the opinion of the rater/endorser, an individual is deficient in his/her ability in the performance of duty as to require appropriate personnel or disciplinary action; and

iii. When, in the opinion of the rater/endorser, the manner of performance of duty is outstanding to justify submission of a special report.

j. The latest periodic NOPER shall be the basis during promotion.

k. The NOPER of the ratee shall be rendered by the following 1st rater, 2nd rater, and endorser:

RATEE	1 ST RATER	2 ND RATER	ENDORSER
Offices of Central Staff			
Member, Division of the Central Staff	POIC, Division of the Central Staff	Chief Master-at-Arms (CMAA) of the Office	OIC, Division of Central Staff
POIC, Division of the Central Staff	Chief Master-at-Arms (CMAA) of the Office	OIC, Division of Central Staff	Deputy Chief of CG Staff
Chief Master-at-Arms (CMAA) of the Office	-	Asst. Deputy Chief of Coast Guard Staff	Deputy Chief of Coast Guard Staff
Service/ Operating / Functional Commands / Sub-Units of Functional Service Commands			
Member, Division/Branch	POIC, Division/Branch	Chief Master-at-Arms (CMAA) of HSG / DSG	OIC, Division/Branch
POIC, Division/Branch	Chief Master-at-Arms (CMAA) of HSG/DSG	OIC, Division/Branch	Commanding Officer, HSG/DSG
Chief Master-at-Arms (CMAA) of HSG / DSG	Command Master Chief Petty Officer (CMCPO)	Asst. Commanding Officer, HSG/DSG	Commanding Officer, HSG/DSG
Chief Master-at-Arms (CMAA) of Command	Command Master Chief Petty Officer (CMCPO)	Deputy Commander, Service/Operating/ Functional Command	Commander, Service/Operating/ Functional Command
Command Master Chief Petty Officer (CMCPO)	First Master Chief Petty Officer (FMCPO)	-	Commander, Service/Operating/ Functional Command
Sub-Units under Operational Control of the Coast Guard District			
Member, Operational Control unit	POIC, Operational Control	CMAA, Operational Control unit	Commander, Operational Control unit
POIC, Operational Control	CMAA, Operational Control unit	Deputy Commander, Operational Control unit	Commander, Operational Control unit
CMAA, Operational Control unit	Chief Master-at-Arms (CMAA) of District	Command Master Chief Petty Officer (CMCPO)	Commander, Operational Control unit
Under Detached Service (DS) Status of another Unit/Office			
Member, Division	Immediate POIC of	Chief Master-at-Arms	Immediate OIC of

	unit/office assignment	(CMAA) of unit/office	unit/office assignment
POIC, Division	Chief Master-at-Arms (CMAA) of unit/office	Immediate OIC of unit/office assignment	Commander of unit/office assignment
Coast Guard Station (CGS)			
Member, Division	POIC, Division	Chief Master-at-Arms (CMAA) of CGS	Commander, CGS
POIC, Division	Chief Master-at-Arms (CMAA) of CGS	Deputy Commander, CGS	Commander, CGS
Chief Master-at-Arms (CMAA) of CGS	Chief Master-at-Arms (CMAA) of Coast Guard District	Deputy Commander, CGS	Commander, CGS
Coast Guard Sub-Station (CGSS)			
Member, CGSS	Commander, CGSS	CMAA, CGS	Commander, CGS
Commander, CGSS	CMAA, CGS	Deputy Commander, CGS	Commander, CGS

I. Those on duty outside the PCG or those who are detailed immediately under a Non-PCG personnel, NOPER will also be used for his/her performance evaluation whose raters and endorser as follows:

RATEE	1 ST RATER	2 ND RATER	ENDORSER
Assigned in MARSLEC (Detailed outside PCG) or RECSTA (Detailed outside PCG)			
Member	Immediate POIC of the Ratee who is assigned in MARSLEC (Detailed outside PCG) or (Detailed outside PCG)	Chief Master-at-Arms (CMAA), Security and Boarder Protection Service (SBPS) / Chief Master-at-Arms (CMAA) of RECSTA	Commander, Security and Boarder Protection Service (SBPS) / Commander, RECSTA
POIC	Chief Master-at-Arms (CMAA), Security and Boarder Protection Service (SBPS) / Chief Master-at-Arms (CMAA) of RECSTA	Deputy Commander, Security and Boarder Protection Service (SBPS) / Deputy Commander, RECSTA	Commander, Security and Boarder Protection Service (SBPS) / Commander, RECSTA
Detailed outside PCG but not assigned in MARSLEC/RECSTA			
Member	Immediate POIC of the Ratee of Unit assignment	CMAA of Unit assignment	Immediate OIC of the Ratee of Unit assignment
POIC	CMAA of Unit assignment	Deputy Commander of Unit assignment	Commander of Unit assignment

- m. Performance shall focus on the individual tasks, of what are expected of the ratee, and shall be kept informed of how well he/she is performing;
- n. PCG Non-Officers shall be given due recognition for their effective performance through awards. On the other hand, disciplinary action (i.e., reprimand, admonition or extra fatigue) shall be taken by the appropriate authority against Non-Officer concerned who failed in the NOPER in accordance with this circular. Report of the disciplinary action taken shall be transmitted to the Commandant, PCG for approval;
- o. Appropriate Troops Information and Education (TI&E) shall be continuously provided to facilitate effective implementation of this System;
- p. The raters and endorser shall bear in mind that the NOPER is documentary evidence in which comments and observations should be properly recorded and attested;
- q. Ratee shall be evaluated in comparison with other Non-Officers of similar grade using the PCG Non-Officer Performance Evaluation Report (**Annex B**);
- r. Three (3) successive "Unsatisfactory" ratings and/or two (2) successive ratings of "Poor" shall be ground for separation from the service. Provided, that the ratee recommended for separation from the service shall be referred to the PCG-Efficiency and Separation Board (PCG-ESB) to determine their fitness to stay in the PCG service.

VII. PROCEDURES

- a. The raters/endorser shall ensure that all required entries in the NOPER are filled out. Provided, that the report shall reflect the Non-Officers' actual performance in the Coast Guard service during a specified period.
- b. In Part II Section A of NOPER, the raters and endorsers must check in the appropriate column the personal attribute indicators which apply the ratee's job assignment. Raters and endorser shall also base their rating on the five (5) levels rating scale as provided in **Annex A** of this Circular.
- c. Outstanding Performance of the ratee shall be recorded in Section B, taking into account all the awards and commendations received by the ratee.
- d. Rating of Poor and Unsatisfactory shall be explained in Section C. Improvement program and performance feedback which the ratee should undertake in the next evaluation period shall be indicated in this Section.
- e. The overall rating shall be entered in Section D which illustrates the Numerical and Adjectival ratings of ratee and shall be computed as provided in **Annex B** of this Circular.
- f. The raters and endorser shall affix their signature in the NOPER certifying therein that the rating given to the ratee represents the raters and endorser's best

judgment.

g. Upon receipt of the NOPER, the ratee shall sign over his printed name to ensure that he/she had read the report, was apprised of his/her performance, and was given the right to make a statement. Provided, that any statement/dissenting comment shall be referred to the Grievance Committee for final decision. Provided further, that the pertinent provisions of Circular Nr 07-09 DCS-HRM dated 19 August 2009 also known as, "PCG Grievance System", shall govern.

h. The decision of the Grievance Committee as approved by the Commandant, PCG shall be final and not appealable. Provided, that the NOPER which does not contain an impartial evaluation of the ratee's performance shall be stricken out of the records of the ratee. Provided further, that an endorser and/or raters who exercised grave abuse of discretion in evaluating the ratee's performance shall be held administratively liable under the Revised Guidelines and Procedures on Disposition of Violations of Code of Conduct for PCG Uniformed Personnel.

i. Original copy shall be kept by the Admin Officer of their respective Command/Unit/Office while two duplicate copies which shall be authenticated by the Admin Officer will be forwarded to CPCG (Attn: O/CG-1) and Coast Guard Adjutant within the prescribed period.

j. The NOPER of the ratee shall be forwarded to the concerned boards (promotion, reenlistment and distribution) for purposes of promotion, reenlistment, assignment/designation respectively upon request of the ratee.

k. Any PCG personnel on active service may examine/verify his/her NOPER files at any time upon request and as approved by the Coast Guard Adjutant and the DC of CGS for HRM, CG-1.

VIII. ROLES AND RESPONSIBILITY

1. Ratee

- a. Perform each assigned or implied duty to the best of his/her ability, trying to improve on the accomplishment of the organization's mission; and
- b. Describe accurately his/her duties, responsibilities and significant contributions on the NOPER within the rating period.

2. 1st and 2nd Raters

- a. Supervise the ratee throughout the rating period;
- b. Assess the performance of the ratee, using all reasonable means on personal observation and interaction with rater, peers and subordinates;
- c. Conduct feedback sessions and provide realistic feedback to help the ratee improve performance to include the discussion with the ratee and written comments on the NOPER; and

- d. Before conducting assessment, feedback sessions, and giving advise ensure that a formal written communication is in place for the rater to record and inform the enlisted personnel of the necessary information and acts covered during their sessions. All formal written communications must be signed by both the rater and the ratee at the conclusion of their session/s (*Annex C*).

3. Administrative Officer

- a. Advise the ratee as to the changes in his/her duty description and responsibilities, when needed, during the rating period; and
- b. Ensure the conduct of periodic evaluation and the submission thereof.

4. Endorser

- a. Ensure the accuracy of data stated and completeness of entries in the NOPER;
- b. Ensure that the tasks with targets/individual scorecard of the ratee indicated in the NOPER reflects the unit/office targets for the rating cycle; and
- c. Ensure timely submission of NOPER and forward the same to Higher Headquarters (Attn: O/CG-1 and Office of Coast Guard Adjutant).

5. DC of CGS for Human Resource Management, CG-1

- a. In charge in the implementation of this Circular;
- b. Review this Circular periodically to conform with the requirements of the service and policies issued by the NHQ-PCG; and
- c. Perform other tasks relevant to the implementation of this Circular, as may be directed.

6. Coast Guard Adjutant

- a. Establish database of the NOPER; and
- b. Perform other tasks relevant to the implementation of this Circular, as may be directed.

7. Admin Officer, Offices/Service/Operating/Functional Commands

- a. Ensure the submission of NOPERs to all the Non-Officers under its Office/Unit;
- b. Forward the duplicate copy of the NOPER to the Coast Guard Adjutant and O/CG-1 respectively within 15 days upon signature of the ratee;
- c. Consolidate and keep records of NOPER assigned under its command for future references; and
- d. Perform other tasks relevant to the implementation of this Circular, as may be directed.

IX. REPEALING CLAUSE

All PCG policies, rules and regulations, or issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

X. EFFECTIVITY

This Circular shall take effect fifteen (15) days upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

JOEVEN L FABUL
CG COMMO
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR
Coast Guard Adjutant

Annexes:

- (a) *Description/Definition of the five (5) Levels of Performance*
- (b) *Non-Officer Performance Evaluation Report (NOPER)*
- (c) *Initial and Mid-term Feedback Forms*
- (d) *Computation for the Overall Ratings (Numerical and Adjectival)*

ANNEX A

PERSONAL ATTRIBUTES OF RATEE

a. Punctuality and Attendance

a.1. Attendance

a.2. Observance of Work Hours

Refers to actual presence in the place of work and display of favourable attitude toward time lost from work.

Description	Rating Scale
Perfect attendance on the job. Exceptionally punctual in observing work hours.	4.1 - 5.0
Rarely absent or late for work. Very good attendance on the job.	3.1 - 4.0
Average attendance and punctuality	2.1 - 3.0
Frequently absent or late for work; shows little concern for time lost for work.	1.1 - 2.0
Takes advantage of every opportunity to take time out; absents himself for trivial reasons.	0 - 1.0

b. Knowledge of Work

Refers to the technical knowledge required of a Coast Guard Non-Officer work which includes consistent compliance with policies, rules and procedures of the work and related tasks.

Description	Rating Scale
Has complete and thorough knowledge of all phases of the work and related tasks.	4.1 - 5.0
Has thorough knowledge of almost all phases of his/her work; rarely needs instruction and assistance.	3.1 - 4.0
Has adequate knowledge of his/her job; occasionally needs instruction and assistance.	2.1 - 3.0
Insufficient knowledge of some phases of the job; regularly requires instruction and assistance.	1.1 - 2.0
Has very little knowledge of the job; needs more training on the assignment.	0 - 1.0

c. Work Judgment

The ability to make decision and/or to develop solutions to the problem which may crop up affecting his/her position or job as Coast Guard Non-Officer.

Description	Rating Scale
Shows unusual sound judgment under all circumstances.	4.1 - 5.0
Shows good judgment under most circumstances.	3.1 - 4.0
Shows fair judgment, acts judiciously in ordinary circumstances, may be hasty in emergencies.	2.1 - 3.0

Frequently makes poor judgment; sometimes uses poor sense of values. Notably lacking in judgment; does not think for himself/herself.	1.1 - 2.0
Notably lacking in judgment; does not think for himself/herself.	0 – 1.0

d. Quality of Work

The degree of excellence of work measured in terms of accuracy and acceptability.

Description	Rating Scale
Work exceptionally accurate, neat and complete in all details.	4.1 - 5.0
Does very good work; rarely commits errors.	3.1 - 4.0
Fairly good work; makes few errors; seldom makes the same mistakes twice.	2.1 - 3.0
Mediocre, erratic, requires occasional criticism.	1.1 - 2.0
Very careless, commits errors of the same kind. Work cannot be accepted without some checking	0 – 1.0

e. Volume of Acceptable Work

The amount of work required to meet the job standards.

Description	Rating Scale
Accomplishes an exceptionally large volume of task and occasionally decides in the absence of a higher authority.	4.1 - 5.0
Performs large quantity of Coast Guard work with minimum supervision.	3.1 - 4.0
Produces enough work; occasionally needs assistance.	2.1 - 3.0
Produces inadequate volume of work; needs constant supervision.	1.1 - 2.0
Fails to deliver basic work requirements; needs more training and commitment.	0 – 1.0

f. Meeting of Deadlines

The ability to meet deadlines set to complete the job or work schedules.

Description	Rating Scale
Capable to accomplish job assignments well ahead of set deadline.	4.1 - 5.0
Able to submit finished work before deadline.	3.1 - 4.0
Work schedules are met with minimal corrections.	2.1 - 3.0
Needs constant follow-up to accomplish work assignment to meet deadline.	1.1 - 2.0
Unable to finish assignment on deadline set; work needs constant revision.	0 – 1.0

g. Acceptance of Responsibility

The degree of willingness a Coast Guard Non-Officer exhibits when given responsibility and the manner in which such is carried out.

Description	Rating Scale
Extraordinarily enthusiastic about his/her work; shows a very high regard for it; consistently acts in a responsible manner.	4.1 - 5.0
Shows marked interest in his/her work; takes pride in his/her job.	3.1 - 4.0
Displays normal interest in his/her work; discharges duties in a manner that is ordinarily expected.	2.1 - 3.0
Has a little interest in his/her work; avoids responsibility.	1.1 - 2.0
Manifests a very low regard for his/her job; lacks interest to cope with his/her work.	0 - 1.0

h. Acceptance of Direction

The ability to carry out direction and to complete assignments to the best of his/her ability.

Description	Rating Scale
Demonstrates exceptional willingness to accept direction by carrying out the same to the best of his/her ability.	4.1 - 5.0
Shows keen interest in accepting direction by enthusiastically implementing the same.	3.1 - 4.0
Accepts direction and properly carries it out with minimum corrections.	2.1 - 3.0
Displays a passive attitude in accepting direction; needs constant prodding	1.1 - 2.0
Shows inability to carry out directions; unwillingness to improve self.	0 - 1.0

i. Adaptability

Refers to flexibility and versatility and the ability to adjust to actions or viewpoints to changing conditions.

Description	Rating Scale
Manifests a high degree of adaptability to highly sensitive situations; welcome changes.	4.1 - 5.0
Can readily adjust to new situations and methods related to his/her job.	3.1 - 4.0
Normally able to cope with changing conditions with minimum support from superiors.	2.1 - 3.0
Shows difficulty in making adjustment to changing conditions; prefers routine/unchallenging task.	1.1 - 2.0
Finds great difficulty in making adjustment to changing conditions; prefers routine/unchallenging tasks.	0 - 1.0

j. Effectiveness Under Stress

The ability to maintain stability of actions and or performance under pressure and opposition.

Description	Rating Scale
Has unusual keenness of perception under pressure; highly capable of performing/affecting an organized work in an emergency or demanding situations.	4.1 - 5.0
Produces highly acceptable and quality work under pressure.	3.1 - 4.0
Manages to deliver quality service under minimum pressure.	2.1 - 3.0
Exhibits inability to work under stressful conditions; needs close supervision.	1.1 - 2.0
Frequently commits error; displays indisposition to deliver expected output.	0 - 1.0

k. Personal Appearance and Bearing

Refers to standards of good grooming, neatness, bearing and manner of dressing which earn the respect of subordinates and acceptance by the colleagues.

Description	Rating Scale
Carries his/her uniform exceptionally well; always clean, neat, and well groomed; always reports in prescribed/ proper uniform.	4.1 - 5.0
Rarely seen in improper attire; always neat and clean in his/her person.	3.1 - 4.0
Fairly good bearing grooming, and neatness.	2.1 - 3.0
General appearance is shabby; seldom conforms with prescribed haircut.	1.1 - 2.0
Seldom observes cleanliness and neatness in appearance; looks untidy which does not command the respect of the public.	0 - 1.0

l. Operation of Equipment

Refers to personal concern for safety practices, conservation, maintenance and repair, if necessary, of government property and equipment.

Description	Rating Scale
Highly concerned about the safe and responsible use of equipment, its care, maintenance and repair when necessary	4.1 - 5.0
Very careful in the use and care of equipment and regularly checks its need for proper maintenance.	3.1 - 4.0
Shows care in the appropriate use and maintenance of the equipment.	2.1 - 3.0
Seldom bothers to check the equipment, as long as it is still operational.	1.1 - 2.0

Shows little concern for the safety, maintenance and repair of government property and equipment.	0 – 1.0
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m. Initiative and Resourcefulness

Refers to initiation of efficient action and taking opportunities to offer practical suggestions and constructive criticism.

Description	Rating Scale
A self-starter with exceptional initiative; makes worthwhile suggestions. Does work without waiting for direction; often alert to opportunities for improvement of work.	4.1 - 5.0
Does work without waiting for direction; often alert to opportunities for improvement of work.	3.1 - 4.0
Does regular work normally without waiting to be told; seldom makes suggestions.	2.1 - 3.0
Needs to be prodded once in a while; must be told at time to do thing that are of the assignment.	1.1 - 2.0
A routing worker; has to be led; shows little initiative for self-improvement.	0 – 1.0

n. Moral Values and Ethical Conduct

This includes observance of moral values and ethical standards as set forth in the PCG Code of Conduct and the Code of Ethics for Employees in the Government Service.

Description	Rating Scale
Has exceptionally strong moral values; God-fearing and God-loving; strictly abides by the PCG Code of Conduct and the Code of Ethics.	4.1 - 5.0
Very upright and has strong conviction to "Follow the rules."	3.1 - 4.0
Fairly cautious, seldom violates the PCG Code of Conduct and the Code of Ethics.	2.1 - 3.0
Has weak moral values; hardly observes the PCG Code of Conduct and Code of Ethics; needs reminder.	1.1 - 2.0
Needs orientation training in moral values.	0 – 1.0



PCG NON-OFFICER PERFORMANCE EVALUATION REPORT (NOPER)

Important: This report will reflect, during a specified period, a Non-Officer's overall performance in the Coast Guard Service. It must be prepared with utmost impartiality, objectivity, and accuracy.

Part I: Ratee's Identification

1. LAST NAME:	FIRST NAME:	MI:	2. RANK/GRADE:	3. PCG SN:
4. UNIT & STATION/ADDRESS:			5. RATING PERIOD COVERED	
			From (Day-Mon-Yr)	To (Day-Mon-Yr) Duty Days
6. POSITION / DESIGNATION:				
7. DUTIES, TASK AND RESPONSIBILITIES (enumerate all):				
8. PURPOSE OF EVALUATION (State whether periodic, special, relief of Ratee/Rater/Endorser):				

Part II: Performance Indicators

SECTION A

LEGEND:

1 - Poor: 0 - 1.0 2 - Unsatisfactory: 1.1 - 2.0 3 - Satisfactory: 2.1 - 3.0
4 - Very Satisfactory: 3.1 - 4.0 5 - Outstanding: 4.1 - 5.0

(Rate the Non-Officer based on the abovementioned range of Numerical Rating.)

PERSONAL ATTRIBUTES	1 st RATER	2 nd RATER	ENDORSER
1. <u>Punctuality and Attendance</u> a. Attendance b. Observance of Work Hours Refers to actual presence in the place of work and display of favorable attitude toward time lost from work.			
2. <u>Knowledge of Work</u> Refers to the technical knowledge required of a Coast Guard work which includes consistent compliance with policies, rules, and procedures relating to the job.			
3. <u>Work Judgment</u> The ability to make decisions and/or to develop solution to the problem which may crop up affecting his/her position or his/her job as Coast Guard Non-Officer.			
4. <u>Quality of Work</u> The degree of excellence of work measured in terms of accuracy and acceptability.			
5. <u>Volume of Acceptable Work</u> The amount of work required to meet job standards.			
6. <u>Meeting of Deadlines</u> The ability to meet deadlines set to complete the job or work schedules.			



Part II: Performance Indicators

SECTION A

LEGEND:

1 - Poor: 0 - 1.0 2 - Unsatisfactory: 1.1 - 2.0 3 - Satisfactory: 2.1 - 3.0
 4 - Very Satisfactory: 3.1 - 4.0 5 - Outstanding: 4.1 - 5.0

(Check each indicator in the appropriate column)

PERSONAL ATTRIBUTES	1 st RATER	2 nd RATER	ENDORSER
7. <u>Acceptance and Responsibility</u> The degree of willingness a Coast Guard Non-Officer exhibits when given responsibility and the manner in which such is carried out.			
8. <u>Acceptance of Direction</u> The ability to carry out direction and to complete assignments to the best of his/her ability			
9. <u>Adeptability</u> Refers to flexibility and versatility and the ability to adjust to actions or viewpoints to changing conditions.			
10. <u>Effectiveness under Stress</u> The ability to maintain stability of actions and/or performance under pressure and opposition.			
11. <u>Personal Appearance and Bearing</u> Refers to the standard of good grooming, neatness, bearing and manner of dressing which earn the respect of subordinates and acceptance by the public.			
12. <u>Operation of Equipment</u> Refers to personal concern for safety practices, conservation, maintenance and repair, if necessary, of government property and equipment.			
13. <u>Initiative and Resourcefulness</u> Refers to initiation of efficient action and taking opportunities to offer practical suggestions and constructive criticism.			
14. <u>Moral Values and Ethical Conduct</u> This includes observance of moral values and ethical standard as set forth in the PCG Code of Conduct and and the Code of Ethics for Employees in the Government Service.			
Total Point Score (TPS):			
Average Rating:			

SECTION B

Indicate the ratee's job strength, superior performance's incidents, and progress achieved.

SECTION C

Indicate the work performance deficiencies or job behavior of the ratee that requires improvement or correction.

Part II: Performance Indicators

SECTION D

Overall Performance Rating

Indicate the NUMERICAL and ADJECTIVAL ratings below. See instructions on how to compute and convert the ratings.
(ANNEX C)

NUMERICAL RATING = _____

ADJECTIVAL RATING = _____

ENDORSER:

I certify that this report represents my best judgment. I DO I DO NOT recommend this Non-Officer be granted promotion designation to higher position relief from present position.

Endorser's Signature, Name and Rank

Designation

Date

1ST RATER:

I certify that this report represents my best judgment.

Rater's Signature, Name and Rank

Designation

Date

2ND RATER:

I certify that this report represents my best judgment.

Rater's Signature, Name and Rank

Designation

Date

RATEE:

I certify that this report has been discussed with me and I have been apprised of my performance and right to make a statement. I understand my signature does not necessary indicate agreement.

I wish to refer this report to the Grievance Committee.

Comment: _____

Ratee's Signature, Name and Rank

Designation

Date

(IF REFERRED TO THE GRIEVANCE COMMITTEE)

I certify that this report contains does not contains an impartial evaluation of the ratee's performance.

Chairman, Grievance Committee

ANNEX C

- UNIT/OFFICE HEADING -

1ST RATER

Initial Feedback Session

A. Ratee's job strength, superior performance/s incidents and progress achieved:

Action taken:

B. Ratee's work performance deficiencies or job behavior that requires improvement or correction:

Action taken:

Mid-Term Feedback Session

A. Ratee's job strength, superior performance/s incidents and progress achieved:

Action taken:

B. Ratee's work performance deficiencies or job behavior that requires improvement or correction:

Action taken:

Rank, Name and Serial Number of 1st Rater
Signature of 1st Rater

Rank, Name and Serial Number of Ratee
Signature of Ratee

2ND RATER

Initial Feedback Session

A. Ratee's job strength, superior performance/s incidents and progress achieved:

Action taken:

B. Ratee's work performance deficiencies or job behavior that requires improvement or correction:

Action taken:

Mid-Term Feedback Session

A. Ratee's job strength, superior performance/s incidents and progress achieved:

Action taken:

B. Ratee's work performance deficiencies or job behavior that requires improvement or correction:

Action taken:

Rank, Name and Serial Number of 2nd Rater
Signature of 2nd Rater

Rank, Name and Serial Number of Ratee
Signature of Ratee

ANNEX D

The overall rating system consist of numerical and adjectival ratings computed as follows:

Step 1. Compute for the TPS by getting the Sum of all the ratings for the 1st Rater, 2nd Rater and Endorser.

Example: 1st Rater

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.2
2. Knowledge of Work	3.2
3. Work Judgment	3.3
4. Quality of Work	3.2
5. Volume of Acceptable Work	3.5
6. Meeting of Deadlines	3.5
7. Acceptance and Responsibility	3.5
8. Acceptance of Direction	3.2
9. Adaptability	3.2
10. Effectiveness under Stress	3.3
11. Personal Appearance and Bearing	3.1
12. Operation of Equipment	3.3
13. Initiative and Resourcefulness	3.6
14. Moral Values and Ethical Conduct	3.6
Total Point Score (TPS):	46.7

Example: 2nd Rater

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.5
2. Knowledge of Work	3.5
3. Work Judgment	3.4
4. Quality of Work	3.5
5. Volume of Acceptable Work	3.3
6. Meeting of Deadlines	3.3
7. Acceptance and Responsibility	3.3
8. Acceptance of Direction	3.5
9. Adaptability	3.5
10. Effectiveness under Stress	3.4
11. Personal Appearance and Bearing	3.4
12. Operation of Equipment	3.3
13. Initiative and Resourcefulness	3.3
14. Moral Values and Ethical Conduct	3.3
Total Point Score (TPS):	47.5

Example: **Endorser**

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.8
2. Knowledge of Work	3.8
3. Work Judgment	3.8
4. Quality of Work	3.7
5. Volume of Acceptable Work	3.7
6. Meeting of Deadlines	3.7
7. Acceptance and Responsibility	3.7
8. Acceptance of Direction	3.8
9. Adaptability	3.8
10. Effectiveness under Stress	3.8
11. Personal Appearance and Bearing	3.8
12. Operation of Equipment	3.8
13. Initiative and Resourcefulness	3.8
14. Moral Values and Ethical Conduct	3.7
Total Point Score (TPS):	52.8

Step 2. Compute for the Average Rating by getting the quotient of TPS divided by the number of personal attributes for the 1st Rater, 2nd Rater and Endorser.

$$(TPS \div \text{Nr of Personal Attributes} = \text{Average Rating})$$

Example: **1st Rater**

$$46.7 \div 14 = 3.34$$

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.2
2. Knowledge of Work	3.2
3. Work Judgment	3.3
4. Quality of Work	3.2
5. Volume of Acceptable Work	3.5
6. Meeting of Deadlines	3.5
7. Acceptance and Responsibility	3.5
8. Acceptance of Direction	3.2
9. Adaptability	3.2
10. Effectiveness under Stress	3.3
11. Personal Appearance and Bearing	3.1
12. Operation of Equipment	3.3
13. Initiative and Resourcefulness	3.6
14. Moral Values and Ethical Conduct	3.6
Total Point Score (TPS):	46.7
Average Rating:	3.34

Example: **2nd Rater**

$$47.5 \div 14 = 3.39$$

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.5
2. Knowledge of Work	3.5
3. Work Judgment	3.4
4. Quality of Work	3.5
5. Volume of Acceptable Work	3.3
6. Meeting of Deadlines	3.3
7. Acceptance and Responsibility	3.3
8. Acceptance of Direction	3.5
9. Adaptability	3.5
10. Effectiveness under Stress	3.4
11. Personal Appearance and Bearing	3.4
12. Operation of Equipment	3.3
13. Initiative and Resourcefulness	3.3
14. Moral Values and Ethical Conduct	3.3
Total Point Score (TPS):	47.5
Average Rating:	3.39

Example: Endorser

$$52.8 \div 14 = 3.77$$

PERSONAL ATTRIBUTES	1st RATER
1. Punctuality and Attendance	3.8
2. Knowledge of Work	3.8
3. Work Judgment	3.8
4. Quality of Work	3.7
5. Volume of Acceptable Work	3.7
6. Meeting of Deadlines	3.7
7. Acceptance and Responsibility	3.7
8. Acceptance of Direction	3.8
9. Adaptability	3.8
10. Effectiveness under Stress	3.8
11. Personal Appearance and Bearing	3.8
12. Operation of Equipment	3.8
13. Initiative and Resourcefulness	3.8
14. Moral Values and Ethical Conduct	3.7
Total Point Score (TPS):	52.8
Average Rating:	3.77

Step 3. Compute the General Average of the average ratings of 1st Rater, 2nd Rater and Endorser by getting the sum of the average ratings then divided by three (3).

$$\frac{(1^{\text{st}} \text{ Rater Average Rating} + 2^{\text{nd}} \text{ Rater Average Rating} + \text{Endorser Average Rating})}{3} = \text{General Average}$$

Examples: $\frac{(3.34 + 3.39 + 3.77)}{3} = 3.5$

Step 4. Conversion into the Overall Performance Rating (OPR)

Use the scale and equivalent numerical and adjectival ratings to present the overall ratings of the General Average:

CONVERSION TABLE		
Equivalent Rating Scale		
Scale	Numerical Rating	Adjectival Rating
4.1 – 5.0	5	Outstanding
3.1 – 4.0	4	Very Satisfactory
2.1 – 3.0	3	Satisfactory
1.1 – 2.0	2	Unsatisfactory
0-1.0	1	Poor

Example: General Average = 3.5
 Equivalent Numerical Rating (ENR) = 4
 Equivalent Adjectival Rating (EAR) = **Very Satisfactory**