



**EMPLOYEE ASSESSMENT AND RATING SYSTEM (EARS) DEVELOPERS
DOCUMENTATION**

Table of contents

DCTECH EARS	3
1. How to access EARS	
DASHBOARD	5
2. Employee's information and evaluation form	
EVALUATION FORM	6

DCTECH EARS is a web-based application designed and developed to provide an equitable measurement of DCTECH Microservices Inc. employees' contribution to the workforce. This system also serves as a basis for salary increases, promotions, and even legal disciplinary actions.

To Access:

Log on to <https://ears.dctechmicro.com/> using your IDM account.

Step 1

- To start evaluating, choose the employee to be evaluated then click the evaluate button below.

Step 2

- Choose Purpose whether the employee is evaluated for **probationary**, for **regularization**, for **promotion**, or **other purposes**.

Step 3

- For every assessment, the evaluator must choose among the four (4) ratings, and by choosing the rating, a range will appear in the box above which corresponds to the rating that you choose then you must input the required value to proceed. After giving the ratings, the evaluator must give overall explanation/remarks about his assessment.

Step 4

- Provide the required field in Category C and D.

Step 5

- The last Category contains overall rating and final recommendation. The evaluator must provide the final recommendation then save. After saving the evaluation, the system will notify the ratee through his email.

Step 6

- The ratee will review the evaluation given to him and provide his comment. After this, click the confirm button to save the input.

Step 7

- With or without the ratee's comment the evaluator can submit the evaluation to its next approver. Click the Submit to next Approver button to proceed. (Reminder: the approvers will be based on the assigned approvers in HRMESS).

Step 8

- The next approver will review and can give comments below the evaluation. If he/she approves the evaluation it will be submitted to the next approver until it reaches the Human Resource Personnel assigned to note the evaluation.

Step 9

- For HR Level: the HR assigned will review the evaluation and will decide whether to note or return the evaluation to the evaluator. If the evaluation is noted by the HR, it only means that they have acknowledged it. If the evaluation is to be returned to the evaluator, they will give remarks with explanations why they cannot accept the assessment and it will be visible again to the pending evaluations of the evaluator.

DASHBOARD

Employee Assessment and Rating System (EARS) Mice Dianne Morda

DASHBOARD

[Employees](#)
[Pending Evaluations: 23](#)
[All Evaluations](#)
[My Evaluations](#)

Employee List

Search: Show:

ID	Full Name	Position	Branch	Department
199004011	Ryan U. Sumalinog	VICE - PRESIDENT	Davao	INET
199106014	Rolando G. Tuyor	Hardware Technical Head	Davao	LOGISTICS
199110015	Zenaida N. Europa	Computer Manager	Davao	COMPUTERS
199202046	Sandra S. Revilla	Computer - Sales Manager	Davao	COMPUTERS
1997041611	Glory Grace D. Tuyor	Service Head	Davao	COMPUTERS
2000010116	Eduardo M. Lim	Linetech	Davao	Outside Plant Infrastructure
2004091681	Avelino A. Ramada	Collector	Davao	COMPUTERS
2004081383	Edward Elie V. Aramban	INET Division Manager	Davao	ITND
20050808125	Roy Mark S. Rogasajo	Technical	Tagum	INET

EMPLOYEE'S INFORMATION AND EVALUATION HISTORY

Employee Assessment and Rating System Mice Dianne Morda

DASHBOARD

[Employees](#)
[Pending Evaluations: 23](#)
[All Evaluations](#)
[My Evaluations](#)

Employee List

Search: Show:

1 Item/s displayed.

Morda, Mice Dianne Monte ✕

First Name: Mice Dianne
 Middle Name: Monte
 Last Name: Morda
 Date Hired: July 20, 2020
 Position: Programmer/IT
 Branch: Davao
 Department: ITND
 Employment Status: Regular

Evaluation History

Rating	Evaluator	Conducted	Status	Recommendation	Action
3.93 - MEETS EXPECTATION	Peter R. Bismonte	May 21, 2022	Noted	Go for Promotion	<input type="button" value="🗑️"/>

EVALUATION FORM



STRICTLY CONFIDENTIAL

PERFORMANCE APPRAISAL FOR STAFF/NON-MANAGERIAL POSITIONS

For Supervisors and Manager use only

EMPLOYEE DETAILS

Full Name: Mice Dianne Monte Morta

Branch: Davao

Position: Programmer/IT

Department: ITND

Date Hired: July 20 2020

Last Date Appraised: May 21 2022

PURPOSE:

- Evaluation for trainee and probationary status employees
- Required semi-annual evaluation of regular employees
- Other purposes which evaluation is required

DIRECTIONS:

- Fill up the form as required
- Discuss evaluation with staff
- Remarks are optional for ME but required for AE, BE, and US
- Have the evaluation approved by immediate head
- A copy will be automatically provided to staff, head, and HR

RATINGS:

- **Above Expectation (AE)** - Has shown output more than expected. Output is visible and observed by co-employees and management. Undeniably his/her performance stands-out of the crowd. Remarks should be written for every AE result (Item and Overall).
- **Meets Expectation (ME)** - Has met the required output. The minimum required evaluation for an employee to be considered passed.
- **Below Expectation (BE)** - Below the required output. Employee is to be closely monitored for improvement to ME in the next evaluation. Remarks should be written for BE item result. HR will set a conference with manager and staff for overall BE result .
- **Unsatisfactory (US)** - Output is totally unacceptable. Employee is assessed unfit for the job, applicable policies should be applied i.e. transfer of position, demotion etc.. Remarks should be written for US item result. HR will set meetings for next plan of action for US overall.

Choose Purpose:

Probationary Regular Promotion Others Type other purpose _____

CATEGORY A CATEGORY B CATEGORY C CATEGORY D **CATEGORY E**

- Above Expectation (AE) - 4 Above
- Meets Expectation (ME) - 3-3.9
- Below Expectation (BE) - 2-2.9
- Unsatisfactory (US) - 0-1.9

OVERALL RATING : 0.00 - UNSATISFACTORY

FINAL RECOMMENDATION:

Go for Probationary

Go for Regularization

Go for Next Appraisal Period

Go for Promotion

Others

[Save Evaluation](#)