

SYSTEM OF RANKING PLLO DELIVERY UNITS AND INDIVIDUALS

Ranking of Delivery Units

1. A Planning Workshop shall be conducted to review and fine-tune the PLLO organizational Performance Indicator Framework;
2. The results of the said workshop will serve as the basis of the Unit Heads to assess and re-align their respective performance goals/objectives, targets and measures vis-a-vis preparation of their respective Unit Performance Commitment and Review.
3. The Unit Heads shall be tasked to set Unit performance targets for a specific period, normally one (1) fiscal year, responsive to the PLLO Organizational Performance Indicator Framework and contribute to the attainment of the Office Mandate; mission and vision; goals/objectives; and major final output.
4. The Unit Heads shall also be tasked to identify the individuals/personnel accountable for producing a particular target output per program/project/activity.
5. The individual unit's identified performance measures, set targets and identified responsibility/accountability will form part of their respective Unit Performance Commitment and Review (UPCR) and shall be submitted to the Head of Agency for review and assessment.
6. The Head of Agency will assess the submitted UPCR based on targets set, performance measures and actual unit performance. The Head of Agency will rate all performance measures and each activity/function listed in the UPCR. The average ratings will be ranked from highest to lowest.
7. The PLLO shall use the five-point rating scale (1-5), 5 being the highest and 1, the lowest.

Ranking of Individuals

1. The UPCR serves as the basis for individual employee performance targets and measures versus actual accomplishment which form part of the Individual Employee's Performance Commitment and Review (IPCR).
2. Individual employees shall have IPCR form to accomplish and indicate therein specific tasks/activities, targets and accomplishments and shall be submitted to their respective Unit Head.
3. The Unit Head shall evaluate the performance of the employees based on targets and accomplishments taking into consideration his/her actual observations and assessment of individual capacity to perform.

4. A one-on-one discussion and coaching between Unit Head and his/her subordinates shall also be conducted to further assist the Unit Head in evaluating respective employee performance. Coaching provides direction and clear understanding of individual task and expectations vis-a-vis individual task and responsibilities.
5. The Unit Heads may also assess the individual employees performance using their submitted reports and other output/deliverables.
6. Unit Heads shall rate all performance measures and each activity/function listed in the IPCR. The average ratings will be ranked from highest to lowest.
7. The PLLO shall use the five-point rating scale (1-5), 5 being the highest and 1, the lowest.

Performance Measures Categories

Performance measures shall include one, a combination or all of the following general performance measure categories:

Category	Definition
Effectiveness/Quality	<p>The extent to which actual performance compares with targeted performance</p> <p>The degree to which objectives are achieved and the extent to which targeted problems are solved</p> <p>In management, effectiveness relates to getting the right things done</p>
Efficiency	<p>The extent to which time or resources is used for the intended task or purpose.</p> <p>Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.</p>
Timeliness	<p>Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders.</p> <p>Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time-sensitive expectations.</p>

SPMS Rating Scale

Below is a description of each rating level with its corresponding adjectival rating:

Rating		Description	Description (per CSC MC No. 13, s. 1999)
Numerical	Adjectival		
5	Outstanding	<p>Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.</p> <p>Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.</p>	Performance exceeds by 30% and above of the planned targets.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards.	Performance exceeds the expected output/performance by 15% to 29% of the planned targets.
3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.	Performance exceeds the 100% to 114 % of the planned targets.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.	Performance is 51% to 99% of the planned targets.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.	Performance fail to meet the planned targets or 50% or below of the minimum requirements and there is no evidence to show that the performance can be improved.