

DESCRIPTION OF THE CRITERIA AND PROCESS USED IN RATING THE  
PERFORMANCE AND RANKING OF EMPLOYEES WITHIN A  
BUREAU/OFFICE/ATTACHED AGENCY/DELIEVRY UNIT:

The performance of individual employees was rated by his/her Immediate Head based on his/her commitments made in the beginning of every rating period which were indicated in his/her Individual Performance Commitment and Review (IPCR). The rating was be based solely on records of accomplishment. Hence, there is no need for self-rating. The assessment was discussed with the concerned individual prior to submission of IPCR to the Office Head for final assessment.

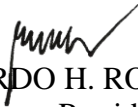
Performance rating tasks shall always be supported by reports, documents or any outputs as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.

The Immediate Head shall indicate qualitative comments, observations and recommendations in the individual employee's IPCR form to include competency (observable, measurable and vital behavioral skills, knowledge and personal attributes that are translations of organizational capabilities deemed essential for success) assessment and critical incidents (records of events, happenings or actual information affecting the overall accomplishments of the employee during the particular rating period) which shall be used for human resource development purposes such as promotion and other interventions.

The Office Heads shall determine the final rating of performance level of the individual employees in his/her Office/Division based on proof of performance. The final rating shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The average of all performance ratings shall not go higher than the collective performance rating of the office. The performance assessment of each employee shall be submitted to the HRDO within the prescribed period.

(Note: Taken from the CSC-approved JHCSC Strategic Performance Management System (SPMS) Manual)

  
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