

PERFORMANCE EVALUATION PROGRAM

1. SCOPE:

The Performance Evaluation or Appraisal is a method for determining the efficiency of members during a given period accomplished with the use of rating forms based on uniform performance standards for separate groups of members.

The appraisal is conducted semi-annually, for members from Rank 1 to Managers. The immediate superior with a rank no lower than Rank 8 is the person officially tasked to rate his/her subordinate, discuss the favorable and unfavorable aspects of his/her performance and assist HRRD to lay-out goals and development plans for the member.

2. OBJECTIVES:

2.1 To provide a sound basis for merit increases, promotion in rank, transfer, demotion or separation.

2.2 To serve as a guide in the assessment of members' need for training, retraining or inclusion in the management development programs.

3. PROGRAM GUIDELINES:

3.1 The performance of a member is rated in terms of:

3.1.1 His attitude towards work.

3.1.2 His contribution to the organization.

3.1.3 His effectiveness in carrying out his duties.

3.2 The appraisal method is accomplished by evaluating the member's performance through an official form/checklist of pre-stated elements or factors and filling the appropriate box or space for the assigned rating.

3.2.1 A list of traits or activities to be rated. The factors under the traits and characteristics indicated in Item # 3.1. include cooperation, reliability, judgement, initiative, adaptability, leadership qualities, etc.

3.2.2 Various descriptive phrases or adjectives or "sub-attributes", to indicate and break down into several degrees a particular trait or activity including quality of work, quantity of work, accuracy, job knowledge, punctuality, etc.

3.2.3 Performance rating forms for each group of members with similar or closely related functions are to be provided enable the rater to make the appropriate rating for every member performing a different function.

3.2.4 The performance rating forms for the program shall be prepared by HRRD.

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3.3 The person who shall officially conduct the appraisal, or the RATER, is the member's immediate superior. He is expected to retain his objectivity in the process and shall not allow himself to be influenced by bias in rating the member/subordinate, or the RATEE.

The following guidelines for the rater must be observed:

3.3.1 The evaluation of performance shall be limited to the period being rated.

3.3.2 Each performance characteristic must be considered carefully. Only the rating which best describes the employee's performance must be selected.

3.3.3 Objectivity is necessary. The evaluation must be based on facts and not on impressions and feelings.

3.4 The rater is to be guided by the "sub-attributes" of each trait or performance factor, and shall indicate with a check mark on the box or space provided, his judgement of the degree of the specific quality possessed by the member or his performance for the period under evaluation.

3.5 Each degree of performance or activity shall be rated at assigned values from a low of 1 to a high of 5 for each "sub-attribute".

3.6 The breaking down of a trait or performance factor into "sub-attribute" was designed with the aim of simplifying the rating process by categorizing non-related aspects of a particular trait or performance factor.

3.7 For managerial and supervisory positions, the Performance Evaluation Form shall include the performance factors of "supervisory ability", "managerial skill" and "leadership" and their "sub-attributes" to make it more relevant to the tasks and performance level expected of a manager or supervisor.

3.8 Performance Appraisal Feedback to Ratee.

3.8.1 After the rater has filled out the appraisal form with the scores given to the ratee, he/she calls the ratee and discuss the ratings given for each sub-attributes of Job Performance and Personal Attributes, including Leadership and Supervisory or Managerial skills for members with Ranks 8 and above.

3.8.2 The rater shall make clear to the ratee the latter's strong and weak points in relation to the job requirements, or the specific knowledge or skill which the ratee failed to acquire or develop satisfactorily, that further training is recommended.

3.8.3 The personal discussion of the evaluation of the ratee's performance is to be done before completing the Development Needs and Potentials / Recommendations portion of the Performance Evaluation Form.

3.8.4 It is imperative that the ratee is made to affix his signature at the appropriate box with the sub-heading "Shown to me and discussed with me" at the bottom of the last page of the Performance Rating form.

3.9 The accomplished Performance Rating Form with the signatures of the ratee and the rater must be forwarded to HRRD within the allotted time for the activity.

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3.10 HRRD will not accept and will return to the corresponding Off/Dep any Performance Rating not discussed with and signed by the ratee.

3.11 HRRD shall analyze and evaluate the accomplished appraisal forms, and shall confer, coordinate and inform the OVO/ODO Head or FIC Off/Dep. Head on the result of the appraisal or personnel action necessary like promotion, retraining, transfer, or rotation to other functions, in relation to the Group's office staff development program.

3.12 The performance appraisal for a probationary employee shall be conducted at the end of his/her third month of employment. The performance evaluation rating and recommendation from the immediate superior, confirmed by the OVO/ODO Head or FIC Off/Dep. Head shall be the basis of change in status to regular employment, extension of probationary period or separation. Thereafter, the member's evaluation shall coincide with the regular semi-annual performance appraisal exercise group-wide.

3.13 The personnel action recommended based on the performance appraisal conducted as stated in Section 3.10 above shall be reviewed and confirmed by the Personnel Performance Review Committee composed of the OCAO Head acting as Chairman, CFO Head, COO Head, OVO/ODO Head and HRRD Head. Recommendations confirmed by the Review Committee shall be forwarded to the President for final approval with a copy of the corresponding Performance Appraisal Rating Form.

4. IMPLEMENTATION:

4.1 The OVO/ODO Head or FIC Off/Dep. Head shall be responsible for the proper implementation of the performance evaluation program for their subordinate members.

4.2 HRRD shall monitor the strict and proper implementation of the program.

4.3 HRRD shall undertake updating the program to adapt to various situations or work environment at different regional or field office, for confirmation of the Personnel Performance Review Committee.

5. AMENDMENT:


5.1 Any amendment to the program content and/or guidelines must be in writing and duly approved by the President.

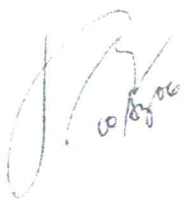
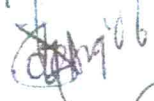
6. EFFECTIVITY:

6.1 This amended Performance Evaluation Program takes effect on 01 August 2006.

Amended Program Drafted By:


RUBEN C. SIRON


07/08/06



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