



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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**CIRCULAR**  
**NO. 2016- 07**

**June 2, 2016**

**SUBJECT : GUIDELINES IN THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2015 FOR DILG - LOCAL GOVERNMENT (LG) SECTOR OPERATING UNITS AND PERSONNEL**

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The Department will adopt the following implementing guidelines in the grant of the Performance-Based Bonus (PBB) FY 2015 for DILG - Local Government (LG) Sector, viz:

**1.0 Legal Bases**

- 1.1 Executive Order No. 80, s. 2012 dated 20 July 2012, titled "*Directing the Adoption of a Performance-Based Incentive System for Government Employees;*" and
- 1.2 Inter-Agency Task Force (IATF) Memorandum Circular No. 2015-01 dated 12 August 2015, titled "*Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80.*"

**2.0 Coverage**

All officials and employees of DILG Regional Offices, Bureaus, Services, and other offices/operating units within the DILG-LG Sector, holding **regular plantilla positions** and all **contractual personnel** having an employer-employee relationship with the Department, who have rendered at least three (3) months of service in the Department for the year 2015.

Contractual personnel who may be entitled to the PBB are those occupying plantilla positions in the DBM-approved contractual staffing pattern (Patrol 117 Commission).

### 3.0 Eligibility and Ranking of Personnel

The following shall be observed in determining the eligibility for the grant of the PBB of personnel within the DILG-LG Sector offices/operating units:

- 3.1 The eligibility of the Department Secretary shall be based on the eligibility of the respective department/agency. His PBB rate shall be fixed at Php 35,000 for FY 2015;
- 3.2 Personnel who belong to the First and Second Levels [SG 1-25] should receive a rating of at least **"Satisfactory"** based on the Department's Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS), and should have submitted at least one (1) IPCR/DPCR for FY 2015 to be included in the ranking for the grant of the PBB;
- 3.3 Officials who belong to the Third Level should receive a rating of at least **"Very Satisfactory"** under the Career Executive Service Board (CESB) Online Career Executive Service Performance Evaluation System (CESPES) to be included in the ranking for the grant of the PBB. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES;

*\*Note: Pursuant to Section 1 under Rule III of CESB Resolution No. 661 dated 23 January 2007 (Guidelines/ Rules and Regulations of the CESPES), the CESPES covers: (1) all incumbents of CES Positions; and (2) Division Chiefs and those occupying lower positions who are Career Executive Service Eligibles/Officers (CESE/O) **and** designated in an Acting or Officer-In-Charge (OIC) capacity of a CES Position.*

- 3.4 For the purposes of the PBB ranking, the CESB Online CESPES will be adopted internally and will hereinafter be referred to as **"Internal CESPES."**

The said Internal CEPES will cover the following officials who are performing managerial and executive functions:

- Officials who are occupying Non-Career third level positions but are not CESE/O (e.g., Undersecretaries and Assistant Secretaries who are not CESE/O).
- Officials who are occupying Career third level positions in an Acting or OIC capacity but are not CESE/O (e.g., OIC Director IV, OIC Director III and OIC LGOO VIII who are not CESE/O).

The Internal CEPES will require ratings from one (1) Superior and three to five (3-5) Subordinates of the Ratee Official.



The Ratee Official should receive a rating of at least **"Very Satisfactory"** under the Internal CESPES to be included in the ranking for the grant of the PBB

- 3.5 Personnel on reassignment to other region/ bureau/ service/ operating unit within the DILG-LG Sector for six (6) months or more as of 30 November 2015 shall be included in the ranking of employees in the recipient region/ bureau/ service/ operating unit that rated his/her performance;
- 3.6 Personnel on detail or secondment to another government agency for six (6) months or more as of 30 November 2015 shall be included in the ranking of employees in the recipient agency that rated his/her performance. **Payment of the PBB shall come from the mother agency.**

Personnel should have submitted at least one (1) IPCR for FY 2015 duly signed by his/her supervisor at the recipient station to be included in the ranking for the grant of the PBB;

- 3.7 Personnel who transferred from one government agency to another government agency shall be included in the ranking of employees in the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the ranking of employees in the recipient agency.
- 3.8 Personnel who have rendered **at least nine (9) months** of service in the Department for the year ending 31 December 2015 may be eligible for the **full grant of the PBB**;
- 3.9 Personnel who have rendered **at least three (3) months but less than nine (9) months** of service in the Department for the year ending 31 December 2015 may be eligible for the grant of the PBB on a **pro-rata basis**, provided that said personnel submitted their IPCR/DPCR for at least one (1) rating period for FY 2015 and receive a rating of at least **"Satisfactory."**

An official/personnel, who qualifies for the pro-rata grant, may have not been able to render at least nine (9) months of service in 2015 due to the following reasons:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave / Paternity Leave

- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

- 3.10 Personnel who is on vacation or sick leave (with or without pay) for **more than nine (9) months is not eligible** to the grant of the PBB;
- 3.11 Personnel who is on Scholarship/Study Leave for **more than nine (9) months is not eligible** to the grant of the PBB;
- 3.12 Personnel who have rendered **at least nine (9) months** *(including months in LGOO Training)* of service in the Department, for the year ending 31 December 2015 may be eligible for the **full grant of the PBB**, provided that said personnel submitted at least one (1) IPCR for FY 2015 and receive a rating of at least **"Satisfactory"**;

Moreover, personnel who have rendered **at least three (3) months** *(including months in LGOO Training)* **but less than nine (9) months** of service in the Department, for the year ending 31 December 2015 may be eligible for the grant of the PBB on a **pro-rata basis**, provided that said personnel submitted their IPCR for at least one (1) rating period for FY 2015 and receive a rating of at least **"Satisfactory."**

- 3.13 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- 3.14 Officials and employees who have not filed their 2014 SALN are not eligible for the grant of PBB.

For those who are newly hired in 2015, they should have submitted their SALN as of date of assumption to duty to qualify for the grant of the PBB FY 2015;

- 3.15 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the Commission on Audit (COA) shall not be entitled to the PBB;
- 3.16 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of PBB to individuals.



#### 4.0 Rating and Ranking Scheme

- 4.1 DILG-LG Sector Offices shall be forced ranked following the distribution below:

PERFORMANCE CATEGORY	PERFORMANCE CATEGORY	NO. OF OFFICES
Best Office	Top 10%	3
Better Office	Next 25%	9
Good Office	Remaining 65%	22
<b><u>TOTAL</u></b>	<b><u>100%</u></b>	<b><u>34*</u></b>

\*Executive Offices (6): OSEC Proper, OUSLG, OUSO, OUSPS, OUSUPISFSC, OASMAC

\*Bureaus (4): OPDS, BLGD, BLGD, NBOO

\*Services (8): FMS (together with OASFC), LLS (together with OASLMA), AS, PS, IAS, ISTMS, PACS, Patrol 117

\*Regional Offices (16)

- 4.2 All officials and employees who qualified for the PBB based on the criteria set in Section 2 shall be forced ranked as follows:

OFFICE PERFORMANCE CATEGORY	INDIVIDUAL PERFORMANCE CATEGORY		
	Best Performer	Better Performer	Good Performer
Best Office	PHP 35,000 (Top 20%)	PHP 20,000 (Next 35%)	PHP 10,000 (Remaining 45%)
Better Office	PHP 25,000 (Top 15%)	PHP 13,500 (Next 30%)	PHP 7,000 (Remaining 55%)
Good Office	PHP 15,000 (Top 10%)	PHP 10,000 (Next 25%)	PHP 5,000 (Remaining 65%)

The percentage distribution per individual performance category will be applied to the **total number of officials/personnel** in a delivery unit;

- 4.3 The following table shall serve as basis for the PBB pro-rated amount:

Length of Service in FY 2015	Percentage of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- 4.4 All first and second level employees shall be rated by their immediate supervisor and/or Division Chiefs (DC), while the DCs by their respective Office/Unit Heads. Heads of Offices are not precluded to rate all employees within his/her jurisdiction. A committee may also be created within offices/operating units for the purpose of rating and forced ranking their respective personnel;
- 4.5 All first level employees shall be rated using the rating tool provided in *Annex A*;
- 4.6 All second level (technical positions) employees shall be rated using the rating tool provided in *Annex B*;
- 4.7 All second level (supervisory positions) employees shall be rated using the rating tool provided in *Annex C*;
- 4.8 Officials occupying Career third level positions, who are CESE/O, and were assessed through the Online CESPES shall be rated using the rating tool provided in *Annex D*;
- 4.9 Officials occupying Non-Career third level positions, including those occupying Career third level positions in an Acting or OIC capacity and are not CESE/O, shall be rated using the rating tool provided in *Annex E*;
- 4.10 The Personnel Section/Division of respective regions/office will issue a **Summary Report of Attendance** before the rating process. The said report will be used as verifiable basis in accomplishing *Attendance and Punctuality* section of Annexes A to D.

## 5.0 Criteria for the Forced Ranking of Offices and Personnel

- 5.1 Rating and ranking of offices will be based on the following:

- A) *Rating and Ranking of Bureaus*

**Bureaus will not rate other Bureaus.** Bureaus will not rate the delivery units within their cluster because the objectivity of the rater is compromised – given that the rater and ratee, in this case, are considered as competitors relative to Forced Ranking of Offices.



CRITERIA FOR BUREAUS	ASSESSOR/S	WEIGHT
1. Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	Planning Service	30%
2. Financial Performance based on the following parameters/criteria:  <u>FMS Rating Tool</u> (1) Budget Utilization Rate (BUR) - obligation VS allotment (2) Liquidation status - liquidation VS ageing of cash advances (3) Submission of Requirements and Reports (3a) Timeliness - frequency and promptness in reports submission (3b) Quality - completeness and accuracy of reports	OASFC/FMS	30%
3. Performance focused on the following parameters/criteria:  <u>Annex G (to be used by ROs)</u> (1) Clarity of issuances/ instructions/ guidance/ guidelines in the implementation of PPAs (targets, timelines, etc.); (2) Timeliness in terms of providing technical assistance when needed; (3) Support, of any kind, they extend to the RO for the successful implementation of PPAs; (4) Presence/availability of feedback mechanisms that paves the way for prompt response to queries and clarifications concerning issuances/ instructions/ guidance/ guidelines that emanate from them and smooth exchange of information on PPA implementation.  <u>AS Rating Tool</u> (1) Compliance to Administrative Policies (2) Submission of Requirements and Reports (2a) Timeliness - frequency and promptness in reports submission (2b) Quality - completeness and accuracy of reports	ROs <i>(use Annex G)</i>  AS <i>(use AS Rating Tool)</i>	20%
4. Performance in the delivery of specific initiatives and other special assignments.	OUSLG, OUSO, OUSUPISFOSC and OASFC <i>(Each Executive Office)</i>	20%

	<i>will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.)</i>	
<b>TOTAL</b>		<b>100%</b>

B) *Rating and Ranking of Services*

Services will not rate other Services (with exemption of the Planning Service). Services will not rate the delivery units within their cluster because the objectivity of the rater is compromised – given that the rater and ratee, in this case, are considered as competitors relative to Forced Ranking of Offices.

Assessors are allowed to rate only the delivery units that they are in constant coordination with or those whose services they have availed of.

CRITERIA FOR SERVICES	ASSESSOR/S	WEIGHT
1. Accomplishments based on OPB Targets, OPCR and PBB Performance Targets.	Planning Service	45%
2. Performance focused on parameters/criteria applicable to each Service.	ROs and Bureaus <i>(use Annexes H.1 to H.7)</i>	35%
3. Performance in the delivery of specific initiatives and other special assignments.	OUSLG, OUSO, OUSUPISFOSC and OASFC <i>(Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.)</i>	20%
<b>TOTAL</b>		<b>100%</b>



C) *Rating and Ranking of Regional Offices*

CRITERIA FOR REGIONAL OFFICES	ASSESSOR/S	WEIGHT
1. Performance/ Accomplishments <ul style="list-style-type: none"> <li>Physical Accomplishments (OPB, OPCR, PBB Targets)</li> </ul>	Planning Service (based on PBB Form A-1 and Physical Accomplishments)	10%
2. Performance based on Physical Accomplishments and Monitoring and Evaluation of project/program under the respective Bureau's operational jurisdiction	Bureaus (using Annex I as template)	40%
3. Financial Performance based on the following parameters/criteria:  <u>FMS Rating Tool</u> <ul style="list-style-type: none"> <li>(1) Budget Utilization Rate (BUR) - obligation VS allotment</li> <li>(2) Liquidation status - liquidation VS ageing of cash advances</li> <li>(3) Submission of Requirements and Reports <ul style="list-style-type: none"> <li>(3a) Timeliness - frequency and promptness in reports submission</li> <li>(3b) Quality - completeness and accuracy of reports</li> </ul> </li> </ul>	OASFC/FMS (use FMS Rating Tool)	30%
4. Performance in the delivery of RO-specific initiatives and other special assignments.	OUSLG, OUSPO, OUSPS and OUSUPISFOSC (Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.)	20%
<b>TOTAL</b>		<b>100%</b>

D) *Rating and Ranking of Executive Offices*

CRITERIA FOR EXECUTIVE OFFICES		ASSESSOR/S	WEIGHT
Performance focused on the following parameters/criteria:  <u>Annex J</u> (1) Clarity of programs/activities and of issuances/ instructions/ guidance/ guidelines pertaining to their implementation; (2) Timeliness in terms of providing assistance when needed; (3) Support, of any kind (technical, administrative, etc.), they extend to the rater; (4) Presence/ availability of feedback mechanisms.		Please see table of ratees and respective assessors below <i>(use Annex J)</i>	100%
<b>TOTAL</b>			<b>100%</b>
<u>RATEE</u>	<u>ASSESSOR/S</u>		
OSEC	USECs, ASECs, ROs, Bureaus, Services		
OUSLG	OSEC, ASECs, ROs, Bureaus, Services		
OUSO	OSEC, ASECs, ROs, Bureaus, Services		
OUSPS	OSEC, ASECs, PS, AS, FMS		
OUSUPISFOSC	OSEC, ASECs, ROs, Bureaus, PS, AS, FMS		
OASECs	OSEC, USECs, ROs, Bureaus, Services		

- 5.2 The Planning Service will determine the final rating and ranking of offices per consolidated assessment results from the designated assessors, and will submit the **Result of Office Force Ranking** to the Personnel Division, Administrative Service (*DILG PMG Overall Secretariat*), **not later than JUNE 6, 2016**.



5.3 Rating and ranking of personnel will be based on the following:

- A) Personnel belonging to the first level and second level (technical and supervisory) will be rated using the following criteria:

CRITERIA	WEIGHT
A. Performance (based on IPCR/DPCR)	50%
B. Behavioral Dimension	30%
C. Attendance and Punctuality (to include attendance in the Flag Raising Ceremony)	10%
D. Compliance to Office Policies/ Administrative Requirements	10%
<b>TOTAL</b>	<b>100%</b>

- B) Officials occupying third level positions who were assessed through the Online and Internal CESPES will be rated using the following criteria:

CRITERIA	WEIGHT
A. CESPES Rating (Performance and Behavioral Dimension)	80%
B. Attendance and Punctuality (to include attendance in the Flag Raising Ceremony)	10%
C. Compliance to Office Policies/ Administrative Requirements	10%
<b>TOTAL</b>	<b>100%</b>

- 5.4 After rating all personnel and officials within a bureau/ service/ regional office/ executive office, the PBB focal person/secretariat of said unit will prepare the **List of Forced Ranked Personnel** using Annexes F.1, F.2 and F.3 duly signed and certified correct by the head of unit. The **hard copy** of the Annexes must be submitted to the Personnel Division, Administrative Service (*DILG PMG Overall Secretariat*), while the **soft copy (in excel format)** must be emailed to [pmgsecretariat.dilgco@gmail.com](mailto:pmgsecretariat.dilgco@gmail.com) not later than JUNE 3, 2016.

- 5.5 The DILG PMG Overall Secretariat will prepare the **Form 1.0 of the DILG-LG Sector** based on the results of the forced ranking of offices and forced ranking of personnel by delivery unit, for submission to the AO 25 Secretariat and the Department of Budget Management (DBM).

## 6.0 Transparency and Feedback Mechanism

The **DILG-OSEC PMG** will release the PBB Office Ranking, through the Public Affairs and Communication Service (PACS), to all concerned units after the PBB FY 2015 cycle to report results and provide feedback regarding strengths and areas for improvement.

These guidelines shall be enforced for the grant of PBB for FY 2015.

  
**MEL SENEN S. SARMIENTO**  
*Secretary*





## TABLE OF ANNEXES

Annex A	PBB Rating Tool for 1 <sup>st</sup> Level Positions
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Annex D	PBB Rating Tool for 3 <sup>rd</sup> Level Positions (for officials rated through the Online CESPES)
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Annex H.7	PBB Rating Tool to rate Information Systems and Technology Management Service (ISTMS)
Annex I	PBB Rating Tool Template to rate Regional Offices
Annex J	PBB Rating Tool to rate Executive Offices



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15	Maximizes the use of scarce government resources to achieve expected output	1	2	3	4	5
16	Spends office time productively	1	2	3	4	5

C. ATTENDANCE AND PUNCTUALITY

10%

Observed behavior of coming to office on time and/or to be present at work to complete assigned tasks.

<b>NEVER</b> shows the conduct being described	<b>RARELY</b> (1-3 times)	<b>OFTEN</b> (4-8 times)	<b>VERY OFTEN</b> (9-15 times)	<b>CONSISTENTLY</b> shows the conduct being described (more than 15 times)
5	4	3	2	1

1	Tardiness	1	2	3	4	5
2	Under time	1	2	3	4	5
3	Non attendance to Flag Raising Ceremony and other similar activities	1	2	3	4	5

<b>0 day absent</b>	<b>1-10 days absent</b>	<b>11-20 days absent</b>	<b>21-30 days absent</b>	<b>More than 30 days absent</b>
5	4	3	2	1

4	Absences	1	2	3	4	5
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D. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS

10%

The act of cooperating and abiding by set rules and standards.

<b>Non Submission</b>	<b>Late Submission</b>	<b>On Time Submission</b>
0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5

<b>Non Submission</b>	<b>Late Submission for two semesters</b>	<b>Late Submission for one semester</b>	<b>On Time Submission for both semesters</b>
0	1	3	5

4	Submits IPCR	0	1	3	5
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SIGNATURE

NAME OF RATER

OFFICE/SERVICE/BUREAU

DATE ACCOMPLISHED

PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR'S USE ONLY.

SUMMARY OF ASSESSMENT

<b>A. PERFORMANCE BASED ON IPCR (50%)</b>	
TOTAL	
RATING	
<b>B. BEHAVIORAL DIMENSION (30%)</b>	
Creativity and Innovation	
Judgment and Critical Thinking	
Work Ethics	
TOTAL	
RATING	
<b>C. ATTENDANCE AND PUNCTUALITY (10%)</b>	
TOTAL	
RATING	
<b>D. COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (10%)</b>	
TOTAL	
RATING	
<b>FINAL RATING</b>	





# Department of the Interior and Local Government

## PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

### FOR 2<sup>ND</sup> LEVEL – TECHNICAL POSITIONS

- For Services (except LLS) and Executive Offices, technical positions are those with SG 10-17
- For LLS, technical positions are those with SG 10-21
- For ROs and Bureaus, technical positions are those with SG 10-19

**RATING PERIOD**  
(PBB YEAR/CYCLE)**EMPLOYEE/OFFICIAL**  
**TO BE RATED****POSITION DURING**  
**RATING PERIOD****STATION DURING**  
**RATING PERIOD**  
(OFFICE/SERVICE/BUREAU)**NO. OF MONTHS SERVED**  
**DURING RATING PERIOD**

### A. WORK PERFORMANCE BASED ON IPCR

50 %

For an employee with two (2) IPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
FIRST SEMESTER (Jan-June)	
SECOND SEMESTER (July-Dec)	
Total Score	

For an employee with one (1) IPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
_____ to _____	
Total Score	

### B. BEHAVIORAL DIMENSION

30%

#### INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

#### CREATIVITY AND INNOVATION

The ability to devise new mechanisms and introduce changes to improve work performance.

1	Recommends or implements reforms contributing to the attainment of the office goals and objectives	1	2	3	4	5
2	Suggests new perspectives/ideas of looking at things which can be adopted as systems, policies, projects or program	1	2	3	4	5
3	Builds on introduced innovation/s for better implementation or acceptance of the change/project/program	1	2	3	4	5

#### JUDGEMENT AND CRITICAL THINKING

The manner of analyzing, conceptualizing, evaluating and deciding based on gathered facts and observations.

4	Knowledgeable and has the technical expertise to handle tasks	1	2	3	4	5
5	Checks the nature and sources of data or information prior to decision making	1	2	3	4	5
6	Ready with contingency plans in the event of modifications in planned activity	1	2	3	4	5
7	Weights situations/facts with care and before taking necessary action for decisions to be carried out	1	2	3	4	5
8	Sets priorities and is not easily overwhelmed by competing tasks	1	2	3	4	5
9	Solicits ideas/information from subordinates, peers and superiors and gather pertinent information to arrive at a sound decision	1	2	3	4	5
10	Makes firm decisions	1	2	3	4	5

#### WORK ETHICS

Diligence in accomplishing tasks and receptivity to enhance character and performance.

11	Has not been involved in any misdeed/misconduct	1	2	3	4	5
12	Works expeditiously to achieve results/tasks on time	1	2	3	4	5
13	Shows pleasant disposition even in stressful work situations	1	2	3	4	5
14	Cooperative and gets along well with superiors, peers and subordinates	1	2	3	4	5





Department of the Interior and Local Government

PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

FOR 2<sup>ND</sup> LEVEL – SUPERVISORY POSITIONS

- a. For Services (except LLLS) and Executive Offices, supervisory positions are those with SG 18-24
- b. For LLLS, supervisory positions are those with SG 23-25
- c. For ROs and Bureaus, supervisory positions are those with SG 20-24

RATING PERIOD (PBB YEAR/CYCLE)	
EMPLOYEE/OFFICIAL TO BE RATED	
POSITION DURING RATING PERIOD	
STATION DURING RATING PERIOD (OFFICE/SERVICE/BUREAU)	
NO. OF MONTHS SERVED DURING RATING PERIOD	

A. WORK PERFORMANCE BASED ON IPCR/DPCR

50 %

For an employee with two (2) IPCR/DPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
FIRST SEMESTER (Jan-June)	
SECOND SEMESTER (July-Dec)	
Total Score	

For an employee with one (1) IPCR/DPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
_____ to _____	
Total Score	

B. BEHAVIORAL DIMENSION

30%

INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

CREATIVITY AND INNOVATION					
The ability to devise new mechanisms and introduce changes to improve work performance.					
1	Recommends or implements reforms contributing to the attainment of the office goals and objectives	1	2	3	4 5
2	Suggests new perspectives/ideas of looking at things which can be adopted as systems, policies, projects or program	1	2	3	4 5
3	Builds on introduced innovation/s for better implementation or acceptance of the change/project/program	1	2	3	4 5
JUDGEMENT AND CRITICAL THINKING					
The manner of analyzing, conceptualizing, evaluating and deciding based on gathered facts and observations.					
4	Knowledgeable and has the technical expertise to handle tasks	1	2	3	4 5
5	Checks the nature and sources of data or information prior to decision making	1	2	3	4 5
6	Ready with contingency plans in the event of modifications in planned activity	1	2	3	4 5
7	Weights situations/facts with care and before taking necessary action for decisions to be carried out	1	2	3	4 5
8	Sets priorities and is not easily overwhelmed by competing tasks	1	2	3	4 5
9	Solicits ideas/information from subordinates, peers and superiors and gather pertinent information to arrive at a sound decision	1	2	3	4 5
10	Makes firm decisions	1	2	3	4 5
WORK ETHICS					
Diligence in accomplishing tasks and receptivity to enhance character and performance.					
11	Has not been involved in any misdeed/misconduct	1	2	3	4 5



# Department of the Interior and Local Government

12	Works expeditiously to achieve results/tasks on time	1	2	3	4	5
13	Shows pleasant disposition even in stressful work situations	1	2	3	4	5
14	Cooperative and gets along well with superiors, peers and subordinates	1	2	3	4	5
15	Maximizes the use of scarce government resources to achieve expected output	1	2	3	4	5
16	Spends office time productively	1	2	3	4	5
<b>LEADERSHIP</b>						
<b>The manner of directing, influencing, motivating and developing confidence of peers and subordinates to work and initiating teamwork to accomplish assigned tasks and achieve office goals and objectives.</b>						
<b>Directing</b>						
17	Set priorities, realistic goals and objectives for tasks to be done	1	2	3	4	5
18	Plans, organizes and executes the programs using a systematic process	1	2	3	4	5
19	Effectively monitors and evaluates office performance to ensure alignment with organizational/national goals and objectives	1	2	3	4	5
20	Gives clear instructions to subordinates and discusses accountabilities on expected results	1	2	3	4	5
<b>Influencing</b>						
21	Exhibits passion for work and the organization	1	2	3	4	5
22	Sets an example by providing substantive contribution to the organization's performance	1	2	3	4	5
23	Demonstrates good communication skills	1	2	3	4	5
<b>Motivating</b>						
24	Inspires a sense of purpose that unifies co-workers through a shared vision	1	2	3	4	5
25	Mentors and coaches subordinates to enhance their knowledge and skills	1	2	3	4	5
26	Consults and entertains suggestions from peers and subordinates	1	2	3	4	5
27	Approachable and upholds a conducive environment for a healthy discussion	1	2	3	4	5
<b>Developing</b>						
28	Develops skills, knowledge and abilities of subordinates for effective work performance through technical and self enhancement training programs	1	2	3	4	5

## C. ATTENDANCE AND PUNCTUALITY

Observed behavior of coming to office on time and/or to be present at work to complete assigned tasks.

10%

<b>NEVER</b> shows the conduct being described	<b>RARELY</b> (1-3 times)	<b>OFTEN</b> (4-8 times)	<b>VERY OFTEN</b> (9-15 times)	<b>CONSISTENTLY</b> shows the conduct being described (more than 15 times)
5	4	3	2	1

1	Tardiness	1	2	3	4	5
2	Under time	1	2	3	4	5
3	Non attendance to Flag Raising Ceremony and other similar activities	1	2	3	4	5

<b>0 day absent</b>	<b>1-10 days absent</b>	<b>11-20 days absent</b>	<b>21-30 days absent</b>	<b>More than 30 days absent</b>
5	4	3	2	1

4	Absences	1	2	3	4	5
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## D. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS

The act of cooperating and abiding by set rules and standards.

10%

<b>Non Submission</b>	<b>Late Submission</b>	<b>On Time Submission</b>
0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5

<b>Non Submission</b>	<b>Late Submission for two semesters</b>	<b>Late Submission for one semester</b>	<b>On Time Submission for both semesters</b>
0	1	3	5

4	Submits IPCR/DPCR	0	1	3	5
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# Department of the Interior and Local Government

SIGNATURE	
NAME OF RATER	
OFFICE/SERVICE/BUREAU	
DATE ACCOMPLISHED	

PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR’S USE ONLY.

SUMMARY OF ASSESSMENT

A. PERFORMANCE BASED ON IPCR/DPCR (50%)	
TOTAL	
RATING	
B. BEHAVIORAL DIMENSION (30%)	
Creativity and Innovation	
Judgment and Critical Thinking	
Work Ethics	
Leadership	
TOTAL	
RATING	
C. ATTENDANCE AND PUNCTUALITY (10%)	
TOTAL	
RATING	
D. COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (10%)	
TOTAL	
RATING	
FINAL RATING	





# Department of the Interior and Local Government

## PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

FOR 3<sup>RD</sup> LEVEL OFFICIALS [SG 26-30] RATED THROUGH THE ONLINE CESPES

- a. Those occupying Career 3<sup>rd</sup> level positions and are CESE/O
- b. Those occupying Career 3<sup>rd</sup> level positions in an Acting or OIC capacity and are CESE/O

<b>RATING PERIOD</b> (PBB YEAR/CYCLE)	
<b>EMPLOYEE/OFFICIAL</b> <b>TO BE RATED</b>	
<b>POSITION DURING</b> <b>RATING PERIOD</b>	
<b>STATION DURING</b> <b>RATING PERIOD</b> (OFFICE/SERVICE/BUREAU)	
<b>NO. OF MONTHS SERVED</b> <b>DURING RATING PERIOD</b>	

A. ONLINE CESPES RATING80 %

The Online CESPES rating comprises of the ratee’s Performance Score and Behavioral Competence Score

<b>RATING PERIOD</b>	<b>CESPES RATING</b>
_____ to _____	

B. ATTENDANCE AND PUNCTUALITY10%

Observed behavior of coming to office on time and/or to be present at work to complete assigned tasks.

<b>NEVER</b> shows the conduct being described	<b>RARELY</b> (1-3 times)	<b>OFTEN</b> (4-8 times)	<b>VERY OFTEN</b> (9-15 times)	<b>CONSISTENTLY</b> shows the conduct being described (more than 15 times)
5	4	3	2	1

1	Tardiness	1	2	3	4	5
2	Under time	1	2	3	4	5
3	Non attendance to Flag Raising Ceremony and other similar activities	1	2	3	4	5

<b>0 day absent</b>	<b>1-10 days absent</b>	<b>11-20 days absent</b>	<b>21-30 days absent</b>	<b>More than 30 days absent</b>
5	4	3	2	1

4	Absences	1	2	3	4	5
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C. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS10%

The act of cooperating and abiding by set rules and standards.

	<b>Non Submission</b>	<b>Late Submission</b>	<b>On Time Submission</b>
	0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5
4	Submits / Accomplishes Online CESPES	0	1	5

<b>SIGNATURE</b>	
<b>NAME OF RATER</b>	
<b>OFFICE/SERVICE/BUREAU</b>	
<b>DATE ACCOMPLISHED</b>	



# Department of the Interior and Local Government

.....  
PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR'S USE ONLY.

SUMMARY OF ASSESSMENT

A. ONLINE CESPES RATING (80%)	
ONLINE CESPES RATING	
RATING	
B. ATTENDANCE AND PUNCTUALITY (10%)	
TOTAL	
RATING	
C. COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (10%)	
TOTAL	
RATING	
FINAL RATING	





# Department of the Interior and Local Government

## PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

FOR 1<sup>ST</sup> LEVEL POSITIONS [SG 1-9]

[including Administrative Assistant IV-VI, Senior Admin. Assistant I-V]\*\*

<b>RATING PERIOD</b> (PBB YEAR/CYCLE)	
<b>EMPLOYEE/OFFICIAL</b> <b>TO BE RATED</b>	
<b>POSITION DURING</b> <b>RATING PERIOD</b>	
<b>STATION DURING</b> <b>RATING PERIOD</b> (OFFICE/SERVICE/BUREAU)	
<b>NO. OF MONTHS SERVED</b> <b>DURING RATING PERIOD</b>	

### A. WORK PERFORMANCE BASED ON IPCR

50 %

For an employee with two (2) IPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
FIRST SEMESTER (Jan-June)	
SECOND SEMESTER (July-Dec)	
Total Score	

For an employee with one (1) IPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
_____ to _____	
Total Score	

### B. BEHAVIORAL DIMENSION

30%

#### INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

#### JUDGEMENT

Knowledge to assigned tasks and the ability to identify problems for a more effective and improved work performance for the attainment of office goals.

1	Improved methods/systems are readily tried for effective work performance.	1	2	3	4	5
2	New and additional assignments are accepted and performed.	1	2	3	4	5
3	Can recognize problems with the assigned tasks, tackle problems on his/her own when deemed appropriate and find constructive solutions to encountered problems.	1	2	3	4	5
4	Notifies supervisor for any unsafe office conditions	1	2	3	4	5
5	Knowledgeable and has the technical expertise to handle assigned tasks	1	2	3	4	5
6	Demonstrates the flexibility and adaptability to understand and adopt changes if necessary.	1	2	3	4	5
7	Weights situations/facts with care and before taking necessary action for decisions to be carried out	1	2	3	4	5
8	Sets priorities and is not easily overwhelmed by competing tasks	1	2	3	4	5
9	Solicits ideas/information from peers and superiors , gather and verify pertinent information before responding to documents/clientele	1	2	3	4	5
10	Ensures that the security of confidential information is never compromised.	1	2	3	4	5

#### WORK ETHICS

Diligence in accomplishing tasks and receptivity to enhance character and performance.

11	Has not been involved in any misdeed/misconduct	1	2	3	4	5
12	Works expeditiously to achieve results/tasks on time	1	2	3	4	5
13	Shows pleasant disposition even in stressful work situations	1	2	3	4	5
14	Cooperative and gets along well with superiors and peers	1	2	3	4	5
15	Maximizes the use of scarce government resources to achieve expected output	1	2	3	4	5
16	Spends office time productively	1	2	3	4	5

\*\* Administrative Assistant IV-VI and Senior Administrative Assistant I-V positions, despite having respective Salary Grades above 9, are considered First Level positions which require Sub-Prof. Eligibility, as per Qualification Standards (QS) set by the Civil Service Commission (CSC).





# Department of the Interior and Local Government

## C. ATTENDANCE AND PUNCTUALITY

Observed behavior of coming to office on time and/or to be present at work to complete assigned tasks.

10%

<b>NEVER</b> shows the conduct being described	<b>RARELY</b> (1-3 times)	<b>OFTEN</b> (4-8 times)	<b>VERY OFTEN</b> (9-15 times)	<b>CONSISTENTLY</b> shows the conduct being described (more than 15 times)
5	4	3	2	1

1	Tardiness	1	2	3	4	5
2	Under time	1	2	3	4	5
3	Non attendance to Flag Raising Ceremony and other similar activities	1	2	3	4	5

<b>0 day absent</b>	<b>1-10 days absent</b>	<b>11-20 days absent</b>	<b>21-30 days absent</b>	<b>More than 30 days absent</b>
5	4	3	2	1

4	Absences	1	2	3	4	5
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## D. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS

The act of cooperating and abiding by set rules and standards.

10%

<b>Non Submission</b>	<b>Late Submission</b>	<b>On Time Submission</b>
0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5

<b>Non Submission</b>	<b>Late Submission for two semesters</b>	<b>Late Submission for one semester</b>	<b>On Time Submission for both semesters</b>
0	1	3	5

4	Submits IPCR	0	1	3	5
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SIGNATURE

NAME OF RATER

OFFICE/SERVICE/BUREAU

DATE ACCOMPLISHED

PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR'S USE ONLY.

### SUMMARY OF ASSESSMENT

<b>A. PERFORMANCE BASED ON IPCR (50%)</b>	
<b>TOTAL</b>	
<b>RATING</b>	
<b>B. BEHAVIORAL DIMENSION (30%)</b>	
<b>Judgment</b>	
<b>Work Ethics</b>	
<b>TOTAL</b>	
<b>RATING</b>	
<b>C. ATTENDANCE AND PUNCTUALITY (10%)</b>	
<b>TOTAL</b>	
<b>RATING</b>	
<b>D. COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (10%)</b>	
<b>TOTAL</b>	
<b>RATING</b>	
<b>FINAL RATING</b>	





Department of the Interior and Local Government

PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

[INTERNAL CESPEs]

FOR 3<sup>RD</sup> LEVEL OFFICIALS NOT RATED THROUGH THE ONLINE CESPEs

- a. Those occupying Non-Career 3<sup>rd</sup> level positions and are not CESE/O
- b. Those occupying Career 3<sup>rd</sup> level positions in an Acting or OIC capacity and are not CESE/O

RATING PERIOD (PBB YEAR/CYCLE)	
EMPLOYEE/OFFICIAL TO BE RATED	
POSITION DURING RATING PERIOD	
STATION DURING RATING PERIOD (OFFICE/SERVICE/BUREAU)	
NO. OF MONTHS SERVED DURING RATING PERIOD	

A. WORK PERFORMANCE BASED ON OPCR 60 %

For an official with two (2) OPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
FIRST SEMESTER (Jan-June)	
SECOND SEMESTER (July-Dec)	
Total Score	

For an official with one (1) OPCR for FY 2015

RATING PERIOD	FINAL AVERAGE RATING (FAR)
_____ to _____	
Total Score	

B. BEHAVIORAL DIMENSION 20%

BREAKDOWN:

10% - Superior Rater (see page 2)

10% - three (3) Subordinate Raters (see pages 3-5)

C. ATTENDANCE AND PUNCTUALITY 10%

Observed behavior of coming to office on time and/or to be present at work to complete assigned tasks.

NEVER shows the conduct being described	RARELY (1-3 times)	OFTEN (4-8 times)	VERY OFTEN (9-15 times)	CONSISTENTLY shows the conduct being described (more than 15 times)
5	4	3	2	1

1	Tardiness	1	2	3	4	5
2	Under time	1	2	3	4	5
3	Non attendance to Flag Raising Ceremony and other similar activities	1	2	3	4	5

0 day absent	1-10 days absent	11-20 days absent	21-30 days absent	More than 30 days absent
5	4	3	2	1

4	Absences	1	2	3	4	5
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D. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS 10%

The act of cooperating and abiding by set rules and standards.

Non Submission	Late Submission	On Time Submission
0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5
4	Submits OPCR	0	1	5





# Department of the Interior and Local Government

## RATING FORM FOR SUPERIOR RATER

<b>RATING PERIOD</b> (PBB YEAR/CYCLE)	
<b>EMPLOYEE/OFFICIAL</b> <b>TO BE RATED</b>	
<b>POSITION DURING</b> <b>RATING PERIOD</b>	
<b>STATION DURING</b> <b>RATING PERIOD</b> (OFFICE/SERVICE/BUREAU)	

**INSTRUCTION:**

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

<b>NEVER</b> shows the conduct being described	<b>RARELY</b>	<b>OFTEN</b>	<b>VERY OFTEN</b>	<b>CONSISTENTLY</b> shows the conduct being described
1	2	3	4	5

CRITICAL AND ANALYTICAL THINKING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Strategic and Critical Thinking			
1	Interprets, links and processes information to understand issues and indentify solutions	1	2	3	4	5
2	Recommends steps and strategies in completing complex tasks	1	2	3	4	5
3	Adopts a holistic framework for planning and policy formation	1	2	3	4	5
LEADING CHANGE						
Reference: Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro)			CESPES Equivalent: Leading in a Continuously Changing Environment			
4	Generates genuine enthusiasm and momentum for organizational change	1	2	3	4	5
5	Engages and enables groups to understand, accept, and commit to and sustain the change agenda	1	2	3	4	5
DEVELOPING AND INSPIRING OTHERS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Developing / Empowering Others to Establish Collective Accountability for Results			
6	Encourages continuous learning and development/improvement through collaboration in identifying strengths and areas for improvement	1	2	3	4	5
7	Motivates to achieve results	1	2	3	4	5
8	Recognizes goo performance and excellence	1	2	3	4	5
RELATIONSHIP BUILDING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Linkaging and Networking for Productive Partnerships			
9	Champions initiatives in support to the goals of the Department	1	2	3	4	5
10	Creates opportunities to develop alliances and formal networks	1	2	3	4	5
11	Promotes a culture of collaborative working with others	1	2	3	4	5
PLANNING WORK AND MANAGING TEAMS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Planning and Organizing for Greater Impact			
12	Rationalizes workload effectively and interdependently to achieve results within timeframes and ensuring optimal use of resources	1	2	3	4	5
13	Ensures that systems are in place to effectively monitor and evaluate progress based on outcomes and results	1	2	3	4	5
14	Sets SMART (Specific, Measurable, Attainable, Realistic, Time-bound) targets	1	2	3	4	5
ENSURING EXCELLENT RESULTS AND SERVICE INTEGRITY						
Reference: DILG Competency Dictionary			CESPES Equivalent: Driving Performance for Integrity and Service			
15	Thinks out of the box and employs innovative approaches for organizational effectiveness	1	2	3	4	5
16	Considers others' feedback and takes accountability for results	1	2	3	4	5
17	Promotes employee well-being amidst a highly dynamic work environment	1	2	3	4	5
18	Monitors cost-effectiveness at agency level	1	2	3	4	5

<b>SIGNATURE</b>	
<b>NAME OF RATER</b>	
<b>DATE ACCOMPLISHED</b>	





Department of the Interior and Local Government

RATING FORM FOR SUBORDINATE RATER #1

RATING PERIOD (PBB YEAR/CYCLE)	
EMPLOYEE/OFFICIAL TO BE RATED	
POSITION DURING RATING PERIOD	
STATION DURING RATING PERIOD (OFFICE/SERVICE/BUREAU)	

INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

CRITICAL AND ANALYTICAL THINKING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Strategic and Critical Thinking			
1	Interprets, links and processes information to understand issues and identify solutions	1	2	3	4	5
2	Recommends steps and strategies in completing complex tasks	1	2	3	4	5
3	Adopts a holistic framework for planning and policy formation	1	2	3	4	5
LEADING CHANGE						
Reference: Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro)			CESPES Equivalent: Leading in a Continuously Changing Environment			
4	Generates genuine enthusiasm and momentum for organizational change	1	2	3	4	5
5	Engages and enables groups to understand, accept, and commit to and sustain the change agenda	1	2	3	4	5
DEVELOPING AND INSPIRING OTHERS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Developing / Empowering Others to Establish Collective Accountability for Results			
6	Encourages continuous learning and development/improvement through collaboration in identifying strengths and areas for improvement	1	2	3	4	5
7	Motivates to achieve results	1	2	3	4	5
8	Recognizes good performance and excellence	1	2	3	4	5
RELATIONSHIP BUILDING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Linkaging and Networking for Productive Partnerships			
9	Champions initiatives in support to the goals of the Department	1	2	3	4	5
10	Creates opportunities to develop alliances and formal networks	1	2	3	4	5
11	Promotes a culture of collaborative working with others	1	2	3	4	5
PLANNING WORK AND MANAGING TEAMS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Planning and Organizing for Greater Impact			
12	Rationalizes workload effectively and interdependently to achieve results within timeframes and ensuring optimal use of resources	1	2	3	4	5
13	Ensures that systems are in place to effectively monitor and evaluate progress based on outcomes and results	1	2	3	4	5
14	Sets SMART (Specific, Measurable, Attainable, Realistic, Time-bound) targets	1	2	3	4	5
ENSURING EXCELLENT RESULTS AND SERVICE INTEGRITY						
Reference: DILG Competency Dictionary			CESPES Equivalent: Driving Performance for Integrity and Service			
15	Thinks out of the box and employs innovative approaches for organizational effectiveness	1	2	3	4	5
16	Considers others' feedback and takes accountability for results	1	2	3	4	5
17	Promotes employee well-being amidst a highly dynamic work environment	1	2	3	4	5
18	Monitors cost-effectiveness at agency level	1	2	3	4	5

SIGNATURE	
NAME OF RATER	
DATE ACCOMPLISHED	





# Department of the Interior and Local Government

## RATING FORM FOR SUBORDINATE RATER #2

<b>RATING PERIOD</b> (PBB YEAR/CYCLE)	
<b>EMPLOYEE/OFFICIAL</b> <b>TO BE RATED</b>	
<b>POSITION DURING</b> <b>RATING PERIOD</b>	
<b>STATION DURING</b> <b>RATING PERIOD</b> (OFFICE/SERVICE/BUREAU)	

**INSTRUCTION:**

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

<b>NEVER</b> shows the conduct being described	<b>RARELY</b>	<b>OFTEN</b>	<b>VERY OFTEN</b>	<b>CONSISTENTLY</b> shows the conduct being described
1	2	3	4	5

CRITICAL AND ANALYTICAL THINKING						
Reference: DILG Competency Dictionary		CESPES Equivalent: Strategic and Critical Thinking				
1	Interprets, links and processes information to understand issues and identify solutions	1	2	3	4	5
2	Recommends steps and strategies in completing complex tasks	1	2	3	4	5
3	Adopts a holistic framework for planning and policy formation	1	2	3	4	5
LEADING CHANGE						
Reference: Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro)		CESPES Equivalent: Leading in a Continuously Changing Environment				
4	Generates genuine enthusiasm and momentum for organizational change	1	2	3	4	5
5	Engages and enables groups to understand, accept, and commit to and sustain the change agenda	1	2	3	4	5
DEVELOPING AND INSPIRING OTHERS						
Reference: DILG Competency Dictionary		CESPES Equivalent: Developing / Empowering Others to Establish Collective Accountability for Results				
6	Encourages continuous learning and development/improvement through collaboration in identifying strengths and areas for improvement	1	2	3	4	5
7	Motivates to achieve results	1	2	3	4	5
8	Recognizes good performance and excellence	1	2	3	4	5
RELATIONSHIP BUILDING						
Reference: DILG Competency Dictionary		CESPES Equivalent: Linkaging and Networking for Productive Partnerships				
9	Champions initiatives in support to the goals of the Department	1	2	3	4	5
10	Creates opportunities to develop alliances and formal networks	1	2	3	4	5
11	Promotes a culture of collaborative working with others	1	2	3	4	5
PLANNING WORK AND MANAGING TEAMS						
Reference: DILG Competency Dictionary		CESPES Equivalent: Planning and Organizing for Greater Impact				
12	Rationalizes workload effectively and interdependently to achieve results within timeframes and ensuring optimal use of resources	1	2	3	4	5
13	Ensures that systems are in place to effectively monitor and evaluate progress based on outcomes and results	1	2	3	4	5
14	Sets SMART (Specific, Measurable, Attainable, Realistic, Time-bound) targets	1	2	3	4	5
ENSURING EXCELLENT RESULTS AND SERVICE INTEGRITY						
Reference: DILG Competency Dictionary		CESPES Equivalent: Driving Performance for Integrity and Service				
15	Thinks out of the box and employs innovative approaches for organizational effectiveness	1	2	3	4	5
16	Considers others' feedback and takes accountability for results	1	2	3	4	5
17	Promotes employee well-being amidst a highly dynamic work environment	1	2	3	4	5
18	Monitors cost-effectiveness at agency level	1	2	3	4	5

<b>SIGNATURE</b>	
<b>NAME OF RATER</b>	
<b>DATE ACCOMPLISHED</b>	





Department of the Interior and Local Government

RATING FORM FOR SUBORDINATE RATER #3

RATING PERIOD (PBB YEAR/CYCLE)	
EMPLOYEE/OFFICIAL TO BE RATED	
POSITION DURING RATING PERIOD	
STATION DURING RATING PERIOD (OFFICE/SERVICE/BUREAU)	

INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

CRITICAL AND ANALYTICAL THINKING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Strategic and Critical Thinking			
1	Interprets, links and processes information to understand issues and indentify solutions	1	2	3	4	5
2	Recommends steps and strategies in completing complex tasks	1	2	3	4	5
3	Adopts a holistic framework for planning and policy formation	1	2	3	4	5
LEADING CHANGE						
Reference: Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro)			CESPES Equivalent: Leading in a Continuously Changing Environment			
4	Generates genuine enthusiasm and momentum for organizational change	1	2	3	4	5
5	Engages and enables groups to understand, accept, and commit to and sustain the change agenda	1	2	3	4	5
DEVELOPING AND INSPIRING OTHERS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Developing / Empowering Others to Establish Collective Accountability for Results			
6	Encourages continuous learning and development/improvement through collaboration in identifying strengths and areas for improvement	1	2	3	4	5
7	Motivates to achieve results	1	2	3	4	5
8	Recognizes goo performance and excellence	1	2	3	4	5
RELATIONSHIP BUILDING						
Reference: DILG Competency Dictionary			CESPES Equivalent: Linkaging and Networking for Productive Partnerships			
9	Champions initiatives in support to the goals of the Department	1	2	3	4	5
10	Creates opportunities to develop alliances and formal networks	1	2	3	4	5
11	Promotes a culture of collaborative working with others	1	2	3	4	5
PLANNING WORK AND MANAGING TEAMS						
Reference: DILG Competency Dictionary			CESPES Equivalent: Planning and Organizing for Greater Impact			
12	Rationalizes workload effectively and interdependently to achieve results within timeframes and ensuring optimal use of resources	1	2	3	4	5
13	Ensures that systems are in place to effectively monitor and evaluate progress based on outcomes and results	1	2	3	4	5
14	Sets SMART (Specific, Measurable, Attainable, Realistic, Time-bound) targets	1	2	3	4	5
ENSURING EXCELLENT RESULTS AND SERVICE INTEGRITY						
Reference: DILG Competency Dictionary			CESPES Equivalent: Driving Performance for Integrity and Service			
15	Thinks out of the box and employs innovative approaches for organizational effectiveness	1	2	3	4	5
16	Considers others' feedback and takes accountability for results	1	2	3	4	5
17	Promotes employee well-being amidst a highly dynamic work environment	1	2	3	4	5
18	Monitors cost-effectiveness at agency level	1	2	3	4	5

SIGNATURE	
NAME OF RATER	
DATE ACCOMPLISHED	



# Department of the Interior and Local Government

PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR'S USE ONLY.

SUMMARY OF ASSESSMENT

A. PERFORMANCE BASED ON OPCR (60%)	
TOTAL	
RATING	
B. BEHAVIORAL DIMENSION (20%)	
Superior Rater's Rating (10%)	
Subordinate Raters' Rating (10)	
Subordinate Rater #1	
Subordinate Rater #2	
Subordinate Rater #3	
TOTAL	
RATING	
C. ATTENDANCE AND PUNCTUALITY (10%)	
TOTAL	
RATING	
D. COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (10%)	
TOTAL	
RATING	
FINAL RATING	



LIST OF FORCED RANKED PERSONNEL

[PBB FY 2015]

Name of Bureau/ Service/ Region/ Office: \_\_\_\_\_

Total Number of Eligible Personnel: \_\_\_\_\_

Please take note of the allowable percentage distribution per performance category for BEST OFFICE:		NOTE: You may use the PBB Calculator to compute the allowable number of personnel per performance category.
Performance Category	Allowable Percentage	
Best Performer	Top 20% of total no. of personnel	
Better Performer	Next 35% of total no. of personnel	
Good Performer	Remaining 45% of total no. of personnel	

FULL GRANT / PRO-RATA GRANT TABLE	
Length of Service in FY 2015	Percentage of PBB
9 months and above	100%
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	NUMERICAL RATING	ADJECTIVAL RATING <i>(Place GOOD/ BETTER/ BEST)</i>	NO. OF MONTHS SERVED IN 2015	PERCENTAGE OF GRANT <i>(Refer to table above)</i>	REMARKS
1									
2									
3									
4									
5									

LIST OF NON-ELIGIBLE PERSONNEL					
#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	REMARKS / REASON FOR NON-ELIGIBILITY
1					
2					
3					
4					
5					

Approved by: \_\_\_\_\_

Head of Office

LIST OF FORCED RANKED PERSONNEL

[PBB FY 2015]

Name of Bureau/ Service/ Region/ Office:

Total Number of Eligible Personnel:

Please take note of the allowable percentage distribution per performance category for BETTER OFFICE:		NOTE: You may use the PBB Calculator to compute the allowable number of personnel per performance category.
Performance Category	Allowable Percentage	
Best Performer	Top 15% of total no. of personnel	
Better Performer	Next 30% of total no. of personnel	
Good Performer	Remaining 55% of total no. of personnel	

FULL GRANT / PRO-RATA GRANT TABLE	
Length of Service in FY 2015	Percentage of PBB
9 months and above	100%
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	NUMERICAL RATING	ADJECTIVAL RATING (Place GOOD/ BETTER/ BEST)	NO. OF MONTHS SERVED IN 2015	PERCENTAGE OF GRANT (Refer to table above)	REMARKS
1									
2									
3									
4									
5									

LIST OF NON-ELIGIBLE PERSONNEL					
#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	REMARKS / REASON FOR NON-ELIGIBILITY
1					
2					
3					
4					
5					

Approved by:

Head of Office



LIST OF FORCED RANKED PERSONNEL  
[PBB FY 2015]

Name of Bureau/ Service/ Region/ Office: \_\_\_\_\_

Total Number of Eligible Personnel: \_\_\_\_\_

Please take note of the allowable percentage distribution per performance category for GOOD OFFICE:		NOTE: You may use the PBB Calculator to compute the allowable number of personnel per performance category.
Performance Category	Allowable Percentage	
Best Performer	Top 10% of total no. of personnel	
Better Performer	Next 25% of total no. of personnel	
Good Performer	Remaining 65% of total no. of personnel	

FULL GRANT / PRO-RATA GRANT TABLE	
Length of Service in FY 2015	Percentage of PBB
9 months and above	100%
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	NUMERICAL RATING	ADJECTIVAL RATING (Place GOOD/ BETTER/ BEST)	NO. OF MONTHS SERVED IN 2015	PERCENTAGE OF GRANT (Refer to table above)	REMARKS
1									
2									
3									
4									
5									

LIST OF NON-ELIGIBLE PERSONNEL					
#	NAME	POSITION/ DESIGNATION	SALARY GRADE	STATION / DIVISION	REMARKS / REASON FOR NON-ELIGIBILITY
1					
2					
3					
4					
5					

Approved by: \_\_\_\_\_

Head of Office

## PERFORMANCE RATING TOOL

*To be used to rate Bureaus*

**[PBB FY 2015]**

NAME OF BUREAU: \_\_\_\_\_

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

4 - Excellent      3 - Very Satisfactory      2 - Satisfactory      1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Clarity of Bureau programs/projects/activities (PPAs) and of issuances/instructions/guidance/guidelines pertaining to their implementation</b>				
1.1 Objectives, strategies, key deliverables and outputs/outcomes are clearly provided/disseminated to regions through orientations/ meetings and other similar venues				
1.2 Target LGU coverages for program implementation are clearly identified/provided and agreed upon by the recipient regional offices				
1.3 Sets specific timelines for each component activities and phases of program/project implementation (pre-implementation, FS, procurement, etc.) in the case of infra projects				
1.4 Guidelines were issued on time and are easily understood				
1.5 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood				
<b>2) Timeliness in terms of providing technical assistance when needed</b>				
2.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)				
<b>3) Support, of any kind, they extend to the ROs for the successful implementation of PPAs</b>				
3.1 Extends financial support to program implementation apart from the subsidy provided to beneficiary LGUs (e.g., monitoring and evaluation, training, publication of IEC materials, etc.)				
3.2 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available				
3.3 Training/orientation of focal person/s and/or concerned regional personnel are provided				
3.4 Technical personnel are available and ready to assist before, during and after program implementation				
<b>4) Presence/availability of feedback mechanisms regarding their performance on PPA implementation</b>				
4.1 Performance feedback reporting system was established and maintained on a quarterly or semestral bases				
4.2 Mid-term and/or year-end evaluation conferences were conducted				

Approved by:

*Head of Office*



**PERFORMANCE RATING TOOL**  
*To be used to rate the Planning Service (PS)*  
**[PBB FY 2015]**

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:</b>				
1.1 Planning and Programming				
1.2 Monitoring and Reporting				
1.3 Assessment/Evaluation				
<b>2) Clarity of insurances/instructions/guidelines pertaining to planning, implementation and monitoring of key P/Ps</b>				
2.1 Objectives, strategies, key deliverables and targets are clearly provided/disseminated to all offices through consultations/meetings,conference-workshops and other similar venues				
2.2 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood				
2.3 Status/progress of accomplishments of Key P/Ps vis-a-vis targets are provided/disseminated for information /comments of OUs				
<b>3) Timeless in terms of providing technical assistance when needed</b>				
3.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)				
<b>4) Support any kind , they extend to all Bureaus/Offices/Units/Attached Agencies for the planning and implementation of PPA;as well as in the conduct of relevant activities</b>				
4.1 Reference materials such as manuals, modules,tool kits,etc. Are provided and readily available.				
4.2 Technical personnel are available and ready to assist before, during and after program implementation				
<b>5) Presence/availability of feedback mechanisms regarding their performance on PPA implementation</b>				

Approved by:

*Head of Office*

PERFORMANCE RATING TOOL

To be used to rate the *Financial and Management Service (FMS)*

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:</b>				
1.1 Budget preparation and allocation				
1.2 Budget execution and utilization				
1.3 Accounting and financial matters				
1.4 Review of existing methods, systems and procedures/processess				
<b>2) Clarity of insuances/instructions/guidance/guidelines pertaining to:</b>				
2.1 Budget execution and control				
2.2 Allocation and utilization of budgetary and oher financial resources				
2.3 Cash allocation releases				
2.4 Management review of organizational structure, manpower and operations (includes existing methods, systems and procedures/processess)				
2.5 Monitoring forms/templates including instructions for reporting of financial progress/status provided and are easily understood				
<b>3) Timeless in terms of providing technical assistance when needed</b>				
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)				
<b>4) Support of any kind , they extend to all Bureaus/Offices/Units/Attached Agencies:</b>				
4.1 Reference materials such as manuals, modules, tool kits, etc. Are provided and readily available				
4.2 Training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided				
4.3 Technical personnel are available and ready to assists				
<b>5) Presence/availability of feedback mechanisms</b>				

Approved by:

Head of Office



PERFORMANCE RATING TOOL

To be used to rate the Internal Audit Service (IAS)

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
1 -	Unsatisfactory			

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective Internal Audit Service:</b>				
1.1 Conduct management compliance and operations audit <ul style="list-style-type: none"><li>Determine compliance to existing rules and regulations, issuance and other policies</li><li>Review and appraise systems and procedure/processes organization structures, asset management practices, financial and management record, etc.</li><li>Evaluation of the implementation of programs/projects</li></ul>				
1.2 Conduct audit within the audit schedule				
1.3 Audit objective/s is/are achieved				
1.4 Clarity/Acceptability of audit findings/observations				
1.5 Audit recommendation/s could contribute to the systems improvement and/or enhancement of existing policies				
<b>2) Clarity of issuances/instructions/guidance/guidelines pertaining to Internal Audit</b>				
2.1 Audit objectives, scope, coverages and strategies are clearly provided/disseminated to concern offices through opening, meetings and other similar venues				
2.2 Audit findings/observations as well as the basis thereof are clearly explained to the Auditee				
<b>3) Timeless in terms of providing technical assistance when needed</b>				
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)				
3.2 Prompt and immediate action on the review of policies, guidelines, resolutions and/or other documents being referred to the office				
<b>4. Support of any kind, they extend to all Bureaus/Offices/Units/Attached Agencies:</b>				
3.1 Reference materials (e.g. existing laws, rules, regulations, guidelines, policies, etc.) are provided				
3.2 Coaching/Orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided				
3.3 Technical personnel are available and ready to assist				
<b>5. Presence/Availability of feedback mechanisms</b>				

Approved by:

Head of Office

PERFORMANCE RATING TOOL

To be used to rate the *Administrative Service (AS)*

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services to:</b>				
1.1 Human Resource Management				
• Scholarships (ESP on BAR Review, PaHRODF, etc.)				
• Trainings (Issuance of Department Orders and Conduct of Core Trainings)				
• SPMS				
1.2 Personnel Welfare & Benefits				
1.3 Personnel Transactions				
1.4 Records Managements				
1.5 Security Management				
1.6 Auxilliary and building maintenance				
1.7 Transport assistance & vehicle maintenance				
1.8 Procurement and property management				
<b>2) Clarify of issuances/instructions/guidelines disseminated pertaining to the implementation of:</b>				
2.1 Administrative Policies				
2.2 Plans, system and productivity improvement				
2.3 Human Resource Information System				
2.4 Strategic Performance Management System (SPMS)				
2.5 Inventory of Management System				
2.6 Adoption of Document Tracking System of NARMIS				
2.7 Procurement and property management system				
<b>3) Support, of any kind, they extend to all Bureaus/Offices/Units</b>				
3.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available				
3.2 Relevant Training/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel				
3.3 Administrative personnel are available and ready to assist				
<b>4) Timeless in terms of providing technical assistance when needed</b>				
4.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)				
<b>5) Presence/Availability of feedback mechanisms</b>				

Approved by:

Head of Office



PERFORMANCE RATING TOOL

To be used to rate the *Public Affairs and Communication Service (PACS)*

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:</b>				
1.1 Media and public relations program				
1.2 Advocacy/communication write-ups for the Department and it's key officials				
1.3 Disaster monitoring system for information and communication purposes				
1.4 Information resource center				
1.5 Photo, audio, visual documentation, printing, artwork and other creative services				
<b>2) Support of any kind, they extend to all Bureaus/Offices/Attached Agencies:</b>				
2.1 Reference materials such as manuals, modules, tool kits, etc. Are provided and readily available				
2.2 Relevant training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided				
2.3 Technical personnel are available and ready to assists				
<b>3) Timeless in terms of providing technical assistance when needed</b>				
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)				
<b>4) Presence/availability of feedback mechanisms</b>				

Approved by:

Head of Office

PERFORMANCE RATING TOOL

To be used to rate the Legal and Legislative Liaison Service (LLLS)

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department proper, Bureaus/offices with efficient and effective services relative to:</b>				
1.1 Legal Counselling				
1.2 Legal Support				
1.3 Legal Assistance				
1.4 Review Contracts/MOUs/MOAs to be entered into by the Department, including Dos/MCs				
1.5 Preparation comments/responses to cases				
1.6 Review of Appealed cases				
<b>2) Timeliness in terms of providing technical assistance when needed</b>				
2.1 Prompt and immediate response to request for:				
• Legal counselling within 15 working days from the time the request was received				
• Rendition of legal Opinions within 15 working days from the time the request was received				
• Review of draft MO/MOU/Contract/etc. Within 15 working days from the time the request was received				
• Response to query relative to complaints againts local elective officials and Department personnel acted upon 75 days from the filing of complaint				
<b>3) Support, of any kind, they extend to all Bureaus/Offices/Units/Attached Agencies:</b>				
3.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available				
3.2 Orientation/Training are provided to focal person/s and/or concerned Bureau/Office/Unit personnel				
3.3 Technical personnel are available and ready to assist				
<b>4) Presence/availability of feedback mechanisms</b>				

Approved by:

Head of Office



PERFORMANCE RATING TOOL

To be used to rate the *Information Systems and Technology Management Service (ISTMS)*

[PBB FY 2015]

RATER (Name of Unit): \_\_\_\_\_

<b>LEGEND:</b>				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
1 -	Unsatisfactory			

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
<b>1) Provide the Department proper, Bureaus/Offices with efficient and effective services relative to:</b>				
1.1 Administration and maintenance of IT facilities for data Center operations and intranet/internet				
1.2 Development and installation of Department Information System				
1.3 Adequate and up-to-date data and management information inputs				
1.4 Internet Services/LAN Operations				
<b>2) Clarity of issuances/instructions/guidelines disseminated pertaining to Information and Communications Technology (ICT)</b>				
2.1 Objectives, strategies, key deliverables and output/outcomes are clearly provided/disseminated to concern offices through orientations/meetings and other similar venues				
2.2 Guidelines were issued on time and are easily understood				
2.3 Monitoring forms/templates for reporting of progress/status of compliance are provided and easily understood				
<b>3) Timeless in terms of providing technical assistance when needed</b>				
3.1 Prompt and immediate response to request for:				
• TA on software and hardware troubleshooting				
• Application Systems/Programs Development				
<b>4) Support, related to ICT, they extend to all Bureaus/Offices/Units/Attached Agencies:</b>				
4.1 Reference materials such as manuals, modules,tool kits,etc.are provided and readily available				
4.2 Relevant trainings/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel				
4.3 Technical personnel are available and ready to assist				
<b>5) Presence/availability of feedback mechanisms on the provision of ICT services.</b>				

Approved by:

Head of Office

PERFORMANCE RATING TOOL (TEMPLATE ONLY)

To be used to rate the Regional Offices

[PBB FY 2015]

NAME OF REGIONAL OFFICE: \_\_\_\_\_  
RATER (Name of Unit): \_\_\_\_\_

Since the nature of projects/ programs supervised by Bureaus vary, they may devise their respective rating tool to assess the Regional Offices, as long as it covers the following:

(1) Physical Accomplishments on all projects/programs under a certain Bureau’s operational jurisdiction

(2) Monitoring and Evaluation/ Submission of Requirements and Reports

The Bureaus may opt to include additional criteria for rating the Regional Offices.

EXAMPLE	
CRITERIA	RATING
<div><div>1) Physical Accomplishments on all projects/programs under a certain Bureau’s operational jurisdiction</div><div><div>• Project/program AAA - targets VS accomplishments</div><div>• Project/program BBB - targets VS accomplishments</div><div>• Project/program CCC - targets VS accomplishments</div></div></div>	
<div><div>2) Monitoring and Evaluation/ Submission of Requirements and Reports</div><div><div>• Project/program AAA<div><div>- Timeliness (frequency and promptness in reports submission)</div><div>- Quality (completeness and accuracy of reports)</div></div></div><div>• Project/program BBB<div><div>- Timeliness (frequency and promptness in reports submission)</div><div>- Quality (completeness and accuracy of reports)</div></div></div><div>• Project/program CCC<div><div>- Timeliness (frequency and promptness in reports submission)</div><div>- Quality (completeness and accuracy of reports)</div></div></div></div></div>	

Approved by:

Head of Office



PERFORMANCE RATING TOOL

To be used to rate Executive Offices

[PBB FY 2015]

NAME OF EXECUTIVE OFFICE: \_\_\_\_\_  
RATER (Name of Unit): \_\_\_\_\_

LEGEND:				
4 -	Excellent	3 -	Very Satisfactory	2 - Satisfactory
				1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
1) Clarity of programs/activities and of issuances/ instructions/ guidance/ guidelines pertaining to their implementation				
1.1 Objectives, strategies, key deliverables and outputs/outcomes are clearly provided/disseminated to regions through orientations/ meetings and other similar venues				
1.2 Sets specific timelines for each component activities and phases of program/project implementation				
1.3 Guidelines were issued on time and are easily understood				
2) Timeliness in terms of providing assistance when needed				
2.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)				
3) Support, of any kind (technical, administrative, etc.), they extend to the rater				
4) Presence/availability of feedback mechanisms				

Approved by:

Head of Office

# HOW TO COMPUTE RATINGS

For Annexes A, B, C, D, E

## WORK PERFORMANCE BASED ON IPCR/DPCR (Annexes A, B, C)

*For an employee with two (2) IPCR/DPCR for FY 2015*

1. Accomplish the table with the ratee's Final Average Rating (FAR) for the first semester and second semester [Reference: DILG SPMS – IPCR/DPCR]
2. Total Score = FAR for first semester + FAR for second semester
3. Rating =  
Divide Total Score by 2  
Then divide the answer by the highest possible/ perfect FAR for one rating period based on DILG SPMS – IPCR/DPCR  
Then multiply the answer by 0.50  
Then multiply the answer by 100

*For an employee with one (1) IPCR/DPCR for FY 2015*

1. Accomplish the table with the ratee's Final Average Rating (FAR) for one rating period [Reference: DILG SPMS – IPCR/DPCR]
2. Total Score = FAR for one rating period
3. Rating =  
Divide Total Score by the highest possible/ perfect FAR for one rating period based on DILG SPMS – IPCR/DPCR  
Then multiply the answer by 0.50  
Then multiply the answer by 100

## BEHAVIORAL DIMENSION (Annexes A, B, C)

1. Total Score = Add all encircled numbers
2. Rating =  
Divide Total Score by [5 x total number of items]  
Then multiply the answer by 0.30  
Then multiply the answer by 100

## WORK PERFORMANCE BASED ON OPCR (Annex E)

*For an official with two (2) OPCR for FY 2015*

1. Accomplish the table with the ratee's Final Average Rating (FAR) for the first semester and second semester [Reference: DILG SPMS – OPCR]
2. Total Score = FAR for first semester + FAR for second semester
3. Rating =  
Divide Total Score by 2  
Then divide the answer by the highest possible/ perfect FAR for one rating period based on DILG SPMS – OPCR  
Then multiply the answer by 0.60  
Then multiply the answer by 100

*For an official with one (1) OPCR for FY 2015*

1. Accomplish the table with the ratee's Final Average Rating (FAR) for one rating period [Reference: DILG SPMS – OPCR]
2. Total Score = FAR for one rating period
3. Rating =  
Divide Total Score by the highest possible/ perfect FAR for one rating period based on DILG SPMS – OPCR  
Then multiply the answer by 0.60  
Then multiply the answer by 100



## BEHAVIORAL DIMENSION (Annex E)

### *Superior Rater's Rating*

1. Total Score = Add all encircled numbers
2. Superior Rater's Rating =  
Divide Total Score by [5 x total number of items]  
Then multiply the answer by 0.10  
Then multiply the answer by 100

### *Subordinate Raters' Rating*

1. Subordinate Rater #1's Rating =  
Score = Add all encircled numbers  
Divide Score by [5 x total number of items]
2. Subordinate Rater #2's Rating =  
Score = Add all encircled numbers  
Divide Score by [5 x total number of items]
3. Subordinate Rater #3's Rating =  
Score = Add all encircled numbers  
Divide Score by [5 x total number of items]
4. Total Score =  
Subordinate #1's Rating + Subordinate #2's Rating + Subordinate #3's Rating
5. Subordinate Raters' Rating =  
Divide Total Score by 3 [since there are 3 Subordinate Raters]  
Then multiply the answer by 0.10  
Then multiply the answer by 100

### *Behavioral Dimension*

1. Rating = Add Superior Rater's Rating and Subordinate Raters' Rating

## ONLINE CESPES RATING (Annex D)

1. Accomplish the table with the ratee's numerical Online CESPES Rating
2. Rating =  
Divide numerical CESPES Rating by the highest possible/ perfect numerical CESPES Rating  
Then multiply the answer by 0.80  
Then multiply the answer by 100

## ATTENDANCE AND PUNCTUALITY (Annexes A, B, C, D, E)

1. Total Score = Add all encircled numbers
2. Rating =  
Divide Total Score by [5 x total number of items]  
Then multiply the answer by 0.10  
Then multiply the answer by 100

## COMPLIANCE TO OFFICE POLICIES/ ADMINISTRATIVE REQUIREMENTS (Annexes A, B, C, D, E)

1. Total Score = Add all encircled numbers
2. Rating =  
Divide Total Score by [5 x total number of items]  
Then multiply the answer by 0.10  
Then multiply the answer by 100

## FINAL RATING (Annexes, A, B, C, D, E)

Add all ratings for each part.