

System of Ranking Delivery Units and Individuals



**Philippine Science High School (PSHS) System
Department of Science and Technology (DOST)**

Performance Review and Evaluation

The following texts explains the agency's system of performance review and evaluation of both office and individual employee level based on performance targets and measures as indicated in the approved Campus / Office OPCR and employee IPCRs. This is part of the Philippine Science High School (PSHS) System Strategic performance Management System (SPMS).

1. Individual Performance Assessment

The Campus Director/Executive Director or his/her designated executive official shall determine the final assessment of performance level of individual employees in his/her campus/office based on proof of performance. The PSHS SPMS puts premium on major final outputs towards realization of organizational mission-vision. Hence, rating of planned and/or intervening 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 supervisor shall assess the performance of an individual employee based on the approved IPCR. The performance rating shall be based on records of accomplishment (e.g. Monitoring/Coaching Journals of the Supervisor and other related supporting documents). **Hence, there is no need for self-rating.** However, the assessment of an individual employee's performance shall be discussed by the supervisor with the concerned employee prior to the submission of the individual employee's IPCR to the Campus Director/ Executive Director.

In order to ensure the facilitation of developmental intervention resulting from the discussion between Supervisor and employee based on the Supervisor's notes in his/her Performance Monitoring and Coaching Journal and other references deemed necessary for this purpose, an accomplished Supervisor's Observation Form shall be provided to the employee as feedback on his/her performance.

The Supervisor shall likewise indicate qualitative comments, observations and recommendations in the IPCR to include competency¹ assessment which shall be used for human resource development such as promotion, formulation of training programs and other interventions.

The SPMS Committee of the PSHS System devised a set of general criteria in rating the performance targets in OPCR/IPCR (please see Table 4) per point score in specific and common items in OPCR and IPCRs. These have been based on the general standards suggested by the Compendium of Agency Strategic Performance Management System posted in <http://excell.csc.gov.ph/cscweb/spmscompendium.html> and the carefully discussed set of standards by the PSHS System SPMS Committee based on the common and required deliverables per campus/office or individual personnel.

¹ Observable, measurable and vital behavioral skills, knowledge and personal attributes that are translations or organizational capabilities deemed essential for success; shall be identified for a particular position or job family

General Criteria in Rating the Performance Targets in OPCR/IPCR²

A. QUANTITY OF WORK		
POINT SCORE	ADJECTIVAL RATING	DESCRIPTION
5	Outstanding (O)	Performance exceeding targets by 30% of the planned targets or 130% and above. Those who met targets for accomplishments requiring 100% of the targets such those pertaining to money and accuracy.
4-4.99	Very Satisfactory (VS)	Performance exceeding targets by 15% to 29% of the planned targets or 115% to 129%
3-3.99	Satisfactory (S)	Performance of 100% to 114% of the planned targets
2-2.99	Unsatisfactory (US)	Performance of 51% to 99% of the planned targets. Those who fell short of the targets for accomplishments requiring 100% of the targets such those pertaining to money and accuracy. Those who fell short of the targets for accomplishments which may no longer have exceeded (fixed target).
1-1.99	Poor (P)	Performance failing to meet the planned targets by 50% or below
Note: Those who met targets for accomplishments which may no longer be exceeded (fixed target).		
B. QUALITY OF WORK		
a.i.1. Error/Revision (written work)		
5	Outstanding (O)	no mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; no lapse in grammar or error in content
4-4.99	Very Satisfactory (VS)	One or two minor errors or deficiencies; work in accordance with instructions; clearly presented; well organized; 1 or 2 errors in grammar or errors in content
3-3.99	Satisfactory (S)	More than 2 minor errors or deficiencies; partial minor revision needed; 3 lapses in grammar or errors in content
2-2.99	Unsatisfactory (US)	One or two major errors or deficiencies; major revision needed; 4 or 5 lapses in grammar or errors in content
1-1.99	Poor (P)	Work not acceptable; needs total revision; 6 or more lapses in grammar or errors in content
a.i.2. Accuracy (written work)		
5	Outstanding (O)	Excellent results; all aspects of work assignment thoroughly covered; no mistake in performing the duty or 96%-100% accuracy
4-4.99	Very Satisfactory (VS)	One or two minor errors in the execution of work assignment; results still very good; 1 or 2 mistakes in performing the duty or 91% to 95% accuracy
3-3.99	Satisfactory (S)	More than 2 minor errors or deficiencies in the execution of work assignment; results are acceptable; 3 mistakes in performing the duty or 80% to 90% accuracy
2-2.99	Unsatisfactory (US)	One major error or deficiency that can be overcome with help from Supervisor; 4 or 5 mistakes in performing the duty; or 75% to 79% accuracy

² The General Standards Suggested by the Compendium of Agency Strategic Performance Management System by the CSC was made a primary reference for this.

1-1.99	Poor (P)	Haphazard or careless execution of work assignment; unacceptable result			
a.i.3. Feedback					
5	Outstanding (O)	Excellent Feedback			
4-4.99	Very Satisfactory (VS)	Very Satisfactory Feedback			
3-3.99	Satisfactory (S)	Satisfactory Feedback (no feedback/no valid complaint)			
2-2.99	Unsatisfactory (US)	Unsatisfactory feedback (with minor complain)			
1-1.99	Poor (P)	Poor feedback (with major complaint)			
a.i.4. 100% Accuracy Rule					
5	Outstanding (O)	Accomplishment: requiring 100% accuracy such as those pertaining to money accountability (cashiering, disbursing, among others); 100% is the standard; no error is allowed			
4-4.99	Very Satisfactory (VS)	--not an option for this element			
3-3.99	Satisfactory (S)	--not an option for this element			
2-2.99	Unsatisfactory (US)	If standard is not met (below 100% accuracy); there is error			
1-1.99	Poor (P)	--not an option for this element			
C. TIMELINESS					
Time	Rating				
	5 (O)	4 (VS)	3 (S)	2 (US)	1 (P)
Scheduled date	on schedule	NA			Beyond schedule
Prescribed time					
- day(s)	two days before	one day before	on scheduled day	one day after	two days after
- hour(s)	four hours before	three hours before	two hours before	one hour before	on the needed time
- minute(s)	one hour before	45 minutes before	30 minutes before	15 minutes before	on the needed time
Regular					
-monthly	once a month	once every 2 months	once every 3 months	once every 4 months	once every 5 months
- weekly	once a week	once every 2 weeks	once every 3 weeks	once every 4 weeks	once every 5 weeks
- daily	once a day	once every 2 days	once every 3 days	once every 4 days	once every 5 days or once a week
NUMERICAL RATING					
For Average Rating	O	VS	S	US	P
	5.00	4.00 - 4.99	3.00 - 3.99	2.00 - 2.99	1.00-1.99

The Campus Director/Executive Director may adopt appropriate mechanisms to assist in the determination of individual employee performance levels. Classroom observation reports, student evaluation materials and similar

documentation may be attached to these forms to substantiate the developmental advise to the Ratee by the Supervisors. The doable and achievable set of appropriate mechanisms shall be agreed by the Director and concerned Supervisors.

At the end of the rating period, the Supervisor and Employee shall accomplish the IPCR as follows:

1. Individual Employee/Ratee determines accomplishment based on target for each performance measure;
2. Supervisor and Employee/Ratee rate each accomplishment by comparing the target against the accomplishment;
3. Supervisor and Employee/Ratee to compute the percentage of accomplishment for each quantitative target using the following formula:

$$\text{Percentage of accomplishment} = \frac{\text{accomplishment} \times 100}{\text{target}}$$

4. Determine the point score (PS) using the levels of performance based on the general standards on quantity of work (item A of Table 4);
5. Compute for the weighted point score (WPS) using the following formula:

$$\text{WPS} = \text{PS} \times \% \text{ Weight Allocation}$$

6. Gather total WPS by getting the average of the WPS of each of the performance target;
7. Determine the final numerical performance rating and adjectival rating of an individual employee using Table 5 below. Such numerical and adjectival rating has been adopted from CSC MC No. 13, series of 1999: Revised Policies on PES as prescribed by the Civil Service Commission (CSC) Memorandum Circular No. 6 series of 2012: *Guidelines in the Establishment and Implementation of the Agency Strategic Management System (SPMS)*.

Numerical and Adjectival Rating

Rating		Description
Numerical	Adjectival	
5.00	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. 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.
4.00 - 4.99	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3.00 - 3.99	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.

2.00 - 2.99	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1.00 - 1.99	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.

8. The Supervisor fills the form with comments and recommendations for the development of the ratee;
9. The Ratee fills the form with his/her name, signature and date of form accomplishment;
10. The Supervisor fills the form with his/her name, signature and date when the concerned employee was assessed; and
11. The Campus/Executive Director fills the form with his/her printed name, signature and date of form approval.

A teaching personnel's performance rating for one rating period shall consist of 30% of his or her performance rating from January to March and 70% of his/her performance rating from June to December. Administrative functions shall be considered in the total average point for teaching personnel with administrative duties. A non-teaching personnel's performance rating for one period shall cover his/her work accomplishments within the relevant fiscal year.

A personnel's rating or accomplished IPCR shall be supported by relevant proofs of evidence that reflect the accomplishments as stated in the IPCR. These may include but are not limited to Supervisor's Observation Form, Performance Monitoring and Coaching Journals, documentation of innovative teaching materials or administrative work outputs.

The results of the individual performance assessment shall be consolidated into a Summary List of Individual Ratings Report of a Division/Unit by Division/Unit Heads. This form shall be submitted to the HRM Officer of each of the Campus/Office according to the prescribed period in the PSHS System SPMS calendar. The HRM Officer, in turn, shall consolidate all of the Summary List of Individual Ratings Report by the various divisions/units of a campus/office into the Summary of Individual Performance Ratings Report of a Campus/Office. Such report, the rated Campus/Office OPCR, campus/office quarterly accomplishment reports and other relevant reports as may be authorized by the Executive Director shall be assessed by the PMT of the Campus/Office in terms of their alignment to the approved office performance targets, measures, and before recommending the Campus/Office OPCR to the Executive Director. The same set of documents may be made the basis of the initial performance assessment by the Campus Director/Executive Director.

The average of all individual employee performance assessments shall not go higher than the collective performance assessment of the Campus/Office. The Campus Director/Executive Director shall ensure that each of the employees covered by this SPMS is notified of his/her final performance assessment.

2. **Office Performance Assessment**

The Campuses/Office through the facilitation of their respective PMTs shall include in their Annual Planning and Budgeting Workshop the discussion of office assessment with heads of divisions/units. In order to ensure complete and comprehensive review by each of the campuses/office, division/unit reports on individual performance assessments, campus/office quarterly accomplishment reports, and other reports as may be ordered by the Campus Director/Executive Director (or his/her designated executive official), shall be used for this activity. The same set shall be made the basis for the annual accomplishment report of the campus/office and the accomplished OPCR. These reports shall be submitted to the Executive Director based on the SPMS calendar.

The Planning Committee shall consolidate, review, validate, and evaluate the initial performance assessment of the Campus Directors/Executive Director (or his/her designated executive official) as indicated in the submitted OPCR to the Executive Director. Said Committee shall submit a Review Report to the Executive Director. Once cleared by the Executive Director, the PMT of the Campus/Office shall refer to the Planning Committee's recommendations for future actions. Such actions may include either a review of the initial performance assessment of the Campus/Office, or to proceed with performance rewarding and development planning.

The Executive Director shall determine the final rating of the Campuses and Office.

A. Performance Rewarding and Development Planning

A particular added value of the PSHS System SPMS is that the security of tenure of those holding permanent appointments is not absolute but is based on performance. The result of the individual employee performance assessment shall be discussed by the concerned Campus Director/Executive Director, or his/her designated executive official, with the individual employee at the end of each rating period. Such discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives. Appropriate developmental interventions shall be made available to the employee by the Campus Director/Executive Director or his/her designated executive official, in coordination with the Campus/Office HRM Officer through the finalization of a professional development plan. This document shall be the primary monitoring tool for measuring an individual's progress and must indicate the discussed competency gaps and corresponding interventions for improvement between Campus Director/Executive Director or his/her designated executive official, and the employee with Unsatisfactory/Poor performance rating.

The Campus/OED PMT shall validate the Outstanding performance rating and may recommend concerned employees for performance-based awards. Note that the result of the competency assessment shall be treated independently of the performance rating of the employee. Performance ratings shall be used as basis for promotion, training, scholarship grants, and other personnel actions.

Employees who obtained Unsatisfactory rating for one rating period shall be provided appropriate developmental intervention and first written

notice/advice within a month after the end of a rating period stating that “obtaining unsatisfactory or poor performance in the next rating period shall mean that he/she will be dropped from the roll” by the Campus Director/Executive Director, or his/her designated executive official, in coordination with the HRM Officer. This action is aimed at addressing competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still shows Unsatisfactory or Poor performance in the immediately succeeding rating period, he/she shall be issued with a written notice/advice by the concerned Campus Director/Executive Director, or his/her designated executive official, that “unless he/she shows considerable improvement in performance, he/she may be dropped from the rolls” at least three (3) months before the end of the rating period. If the employee continues to exhibit Unsatisfactory or Poor performance one (1) month before the end of the succeeding rating period, the Campus Director/Executive Director, or his/her designated executive official, after seeking approval from the PSHS System BOT shall issue a written notice/advice to said employee that he or she shall be dropped from the roll for failure to deliver the expected targets and performance standards despite the provided developmental interventions.

The resulting individual performance assessment shall be linked with the Human Resource Development Program (HRDP) for improvement and enhancement of skills set of PSHS System personnel. The information on identified strengths, competency-related performance gaps, the opportunities to address these gaps, discussed career paths and alternatives between Supervisor and Individual Employee, shall be made the basis for the formulation/refinement of the agency’s HRDP.

The Planning Committee shall assist the Executive Director in ensuring the submission of a consolidated individual performance review report to CSC’s Field Office indicating alignment of the collective individual performance rating with organizational/office performance rating.

The figure below shows the primary stages of the PSHS System SPMS cycle while the following table reflects the key periods for the key players to observe in the implementation of the PSHS System SPMS.

Process Flow for the PSHS System Performance Evaluation System

Calendar of the PSHS System Performance Evaluation System

Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	Oct	Nov	Dec	
Stage 1: PERFORMANCE PLANNING AND COMMITMENT												
PSHS System Organizational Performance Target Setting	PSHS System Executive Committee, Campus Academic and Administrative Division Chiefs, Budget Officers, Accountants, Planning Committee	Campuses/OED									x	
Discussion and Finalization of Performance Targets (OPCR)	Campus/OED PMT and Division/Unit Heads	Executive Director									4 th week	1 st week
Review, Validation	Planning Committee	Executive Director										2 nd week

on, and Evaluation of Campus/Office Performance Targets											
Executive Director Decision on Campus/Office Performance Targets and Planning Committee's Review Report	Executive Director	Planning Committee, and PMTs of Campuses/OED								3 rd week	
Facilitation of the Drafting of	Campus/OED PMTs, Division/Unit Heads, Individual Employees	Campus/Executive Director								4 th week	1 st week

Aligned IPCRs with Approved OPCR												
Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	O ct	Nov	Dec	
Actions on Any Advise to Revise IPCRs	Concerned Individual Employee, Supervisor											3 rd week
Submission of Approved IPCRs and OPCR	Campus/OED HRMO	CSC Regional/Field Office										4 th week
In case CALIBRATION of Agency Performance Targets is required:												
Calibration of Agency Performance Target	PSHS System Executive Committee, Campus Academic and Administrative Division Chiefs, Budget Officers, Accountants, Planning Committee	Campuses/OED			1 st week							

S											
Discussion of draft OPCR with division/unit heads based on Calibrated Agency Performance Targets	Campus/OED PMT	Campus Director/Executive Director (or his/her designated executive official)			2nd week						
Approval of Calibrated Campuses/OED OPCR	Campus Director/Executive Director (or his/her designated executive official)	Executive Director			3 rd week						
Activity (Expected Output)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE								

ts)											
			Feb	Mar	May	Jun	Aug	Sep	O ct	Nov	Dec
Consolidation, review, validation and evaluation of submitted Calibrated Campus/OED OPCR's and submission of Review Report	Planning Committee	Executive Director; Campus/OED			4 th week						
Drafting of IPCRs based on Calibrated OPCR's	Individual Employee with respective Supervisors	Campus/OED PMT				1 st - 2 nd week					

Submission of IPCRs with Performance Targets	Supervisors	Campus/OED PMT				3 rd week					
Assessment of IPCRs and Submission of Review Report	Campus/OED PMT	Campus Director/ Executive Director				3 rd week					
Implementation of the Recommendations of the Campus/OED PMT	Individual Employees with respective Supervisors	Campus/OED PMT				4 th week					

Approval of Calibrated IPCRs	Campus Director/Executive Director	HRM Officer/ concerned Supervisor and Employee				4 th week						
Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	Oct	Nov	Dec	
Stage 2: PERFORMANCE MONITORING AND COACHING												
Accomplishment of Performance Monitoring and Coaching Journals	Supervisors	Kept by Supervisor (shall be kept with HRMO's copy of the rated IPCRs at the end of the rating period)	x	x	x	x	x	x	x	x	x	x
Discussion of Performance Evaluation	Individual Employee with Respective Supervisor	Concerned Employee/HRM Officer	As deemed necessary by Supervisor (shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives)									

Between Supervisor and Individual Employee and Issuance of Supervisor's Observation Form											
Submission of Quarterly Accomplishment Reports	Executive Director Through the Information Officer	Campuses/OED							1 st week		
Consolidation of Quarterly	Information Officer	Planning Committee							2 nd week		

Report s											
Submis sion of Review Report on Consoli dated Quarte rly Report s	Planning Committee	PSHS System Executive Committee							3 ^r d w e e k		
Activit y (Expec ted Outpu ts)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE								
			Feb	Mar	May	Jun	Aug	Sep	O ct	Nov	Dec

Discussion of Stop Gap	PSHS System Executive Committee	Campuses/ Office, Division, Unit,							E x e c u t i v e C o m m i t t e e M e e t i n g o r a s o		
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Implementatio n of Stop Gap Measur es	Campuses/Office, Division, Unit, Employee	Campus / Executive Director	x	x	x	x	x	x	x	x	x	x
Activit y (Expec ted Outpu ts)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	O ct	Nov	Dec	
Stage 3: PERFORMANCE REVIEW AND EVALUATION												
Assess ment of Individ ual Employ ees' Perfor mance	Supervisor	Campus/ Executive Director										x
Discus sion of Perfor mance	Supervisor and Individual Employee	Campus/OE D HRMO										

Evaluation											
Processing of Applicable Peer and Client Rating Forms	Campus/OED HRMO	Supervisor, Rater (s) and Ratee									
Preparation of Summary List of Individual Performance Rating Report by Division	Division Chief	Campus/OED HRMO									
Preparation of Summary List	Campus/OED HRMO	Campus/Office PMT	1 st week								

of Individual Performance Rating Report by Campuses/Office											
Consultation with Division/Unit Heads and Preparation of Review Report on Performance Ratings	Campus/Office PMT	Campus/Executive Director	2 nd week								
Submission of Review Report	Campus/Office PMT	Executive Director	2 nd week								

Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	Oct	Nov	Dec	
Preparation of Review Report on the Validated and Consolidated Initial Performance Assessment	Planning Committee	Executive Director	3 rd week									
Issuance of Decision on the Submitted Review Report	Executive Director	Campus/Office PMTs	4 th week									

Submission of Approved Review Report with Attached Rated IPCRs and OPCR's	Campus / Office PMT	CSC Regional/ Field Office		x							
Submission of Recommendation on Top Performers	Campus / Office PMT	PRAISE Committee		x							
Implementation of Rules on PRAISE (CSC Resolution No. 010112 and CSC MC No.	PRAISE Committee	Campus/Executive Director		x							

01, series of 2001 and DOST Administrative Order No. 006, Series of 2002)												
APPEALS	Concerned Employee	Campus/Office PMT (first level); PSHS System Executive Committee (second level)	Individual employees who feel aggrieved or dissatisfied with their final performance rating can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Campus Director/Executive Director or his/her duly designated official. The decision of the PMT may be appealed to the PSHS System Executive Committee. Please refer to date of receipt of notice of final performance evaluation.									
Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE									
			Feb	Mar	May	Jun	Aug	Sep	Oct	Nov	Dec	
Stage 4: PERFORMANCE REWARDING AND DEVELOPMENT PLANNING												
Communicati	Campus/Executive Director	Individual Employees		x								

on of Ratings to Individual Employees											
Formulation of Developmental Plan for Employees with Unsatisfactory or Poor Performance Ratings	Supervisor	Campus/Executive Director									
Issuance of Development	Campus/Executive Director	Employee(s) with Unsatisfactory Performance Rating for									

al Plan and First Written Notice/ Advice within a Month After the End of a Rating Period Stating That <u>“obtaining unsatisfactory or poor performance in the next rating period shall mean that he/she will be droppe</u>		One Rating Period									
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d from the roll”											
Activity (Expected Outputs)	Responsible Unit/ Individual	Submit / Forward To	SCHEDULE								
			Feb	Mar	May	Jun	Aug	Sep	O ct	Nov	Dec
Issuance of Written Notice Stating That “ <u>unless he/she shows considerable improvement in performance, he/she may be dropped from</u>	Campus/Executive Director	Employee (s) with Unsatisfactory Performance Rating for 1 Rating Period and Exhibiting Unsatisfactory or Poor Performance three (3) months before the end of the rating Immediately Succeeding Rating						x			

<p>the rolls” At Least Three (3) Months Before the End of the Rating Period</p>		<p>Period</p>									
<p>Validati on / Recom menda tion of Outsta nding Perfor mance Ratings of Employ ees for Perfor mance- Based Awards</p>	<p>PSHS System Executive Committee</p>	<p>PSHS System BOT</p>		<p>x (o r as or de re d by th e Ex ec ut iv e Di re ct or)</p>							

Calendar of Data Requirements by the PSHS System SPMS Information System

P e r f o r m a n c e P l a n n i n g a n d C o m m i t m e n t S e t t i n g	Schedule of Submission/ Finalization	Key Information Required	In-Charge of Consolidation/ File Custodian
	November	OPCR with Approved Performance Targets by the Executive Director	Planning Committee
	December	Approved IPCRs	Campus/OED HRMOs, Supervisor, Individual Employees

P e r f o r m a n c e M o n i t o r i n g a n d C o a c h i n g	January to December	Performance Monitoring and Coaching Journal Forms A, A.1 and A.2; Supervisor's Observation Form; Back-To-Office Reports of Employees	Supervisor
	Monthly/Within the Month After the End of Project Period	Progress Reports/Narrative Reports on Major and Special Projects	Chief of Assigned Division/Campus/ Executive Director
	October	Accomplishment Report on Previous Year and Annual Plan for Succeeding Year on Gender and Development	PSHS System GAD Focal Point Person
	1 st week of February	1) Obligations for Personal Services; 2) Obligations for Personal Services - Automatic Appropriation; 3) Obligations for Maintenance and Other Operating Expenses or MOOE (with Detailed Breakdown); 4) Obligations for Capital Outlay; 5) Report on Magna Carta Implementation; 6) Budget Estimates Forms or BEst Forms	PSHS System Budget Officer
	April	Total No. of Graduates; Performance in UPCAT; Performance in the DOST-SEI Scholarship Examination	Information Officer
	July	<u>Campus Profile:</u> 1) Gender-Disaggregated Data on Scholars of All Year Levels per City/Municipality of Origin; 2) Performance of Scholars in International Students Achievement Test (SAT); 3) Courses Taken by Graduates; 4) Survival Rate of Scholars	Information Officer

	Year-End	1) Pre-closing Trail Balance; 2) Post-closing Trial Balance; 3) Detailed and Condensed Balance Sheet; 4) Statement of Income and Expenses; 5) Statement of Government Equity; 6) Statement of Cash Flows; 7) Schedule of Receivables; 8) Schedule of Payables; 9) Schedule of Prepayments; 10) Detailed Breakdown of Disbursements; 11) Report of Income; 12) Notes to Financial Statements; 13) Report on Compliance to Audit Findings	PSHS System Accountant
	Once a Quarter on Defined Dates	1) Report of Income; 2) Summary Report of Disbursements	PSHS System Accountant
	Once a Month on Defined Dates	1) Report on Disbursements; 2) Financial Performance Report	PSHS System Accountant
	as required	Special Reports on Auditing: 1) Statement of Source and Uses of Income; 2) Aging of Receivables; 3) Aging of Payables; 4) Report on Compliance to Audit Findings	PSHS System Accountant
P e r f o r m a n c e R	January	Summary List of Individual Performance Rating Report by Division with Accomplished IPCRs with Individual Employee Assessment (with related attachments e.g. peer ratings, client ratings)	Campus/OED HRMOs
	February	Summary List of Individual Performance Rating Report by Campus/Office	Campus/OED PMTs, Planning Committee
	Once per Quarter (January, April, July, October)	Accomplished OPCR (with attached Campus/Office Quarterly Accomplishment Reports)	Information Officer

ev ie w a n d Ev al u a t i o n	Once per Quarter (January, April, July, October)	Campus/Office Quarterly Accomplishment Reports : 1) Updates on Alumni tracking; 2) Profile of Personnel; 3) Participation and Performance in Local and International Competitions/Events; 4) Physical and Financial Status of Infrastructure Projects; 5) Report on Forged Partnerships; 6) Report on Trainings/Seminars Participated by Teaching and Non-Teaching Personnel; 7) Report on the implementation of PSHS System Policies/Programs; 8) Report on Administration of Stipend; 9) List of Instructional Materials and Innovative Educational Modules produced; 10) No. of Employees Pursuing Studies; 11) Report on Compliance to Transparency Seal Provisions	Information Officer
P e r f o r m a n c e R e w a r d i n g a n d D e v e l	March	Final Rating of Individual Employees/Campuses/Office	Planning Committee
	January	Professional Development Plan Sheets for Employees Exhibiting Unsatisfactory or Poor Performance	Supervisor, Campus/OED HRMO for 201 Files

o p m e n t P l a n n i n g			
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ANNEX 1: OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) FORM

Office Performance Commitment and Review (OPCR) Form

I, _____, Campus Director of the Philippine Science High School
 - _____, commit to deliver and agree to be rated on the
 attainment of the following targets in accordance with the indicated measures for the period
 _____ to _____.

Campus Director	Date					
					5	Outstanding
					4 - 4.99	Very Satisfactory
					3 - 3.99	Satisfactory
					2 - 2.99	Unsatisfactory
					1 - 1.99	Poor
Approved by:	Date					
Executive Director						
				5 - Outstanding		
				4 - Very Satisfactory		
				3 - Satisfactory		
				2 - Unsatisfactory		
				1 - Poor		

MFO/P/A/P	Success Indicators (Targets + Measures)	Allotted Budget	Division/Individual Accountable	Actual Accomplishment	Rating	Remarks			
					Q	E	T	A	
STRATEGIC PRIORITIES									
CORE FUNCTIONS									
SUPPORT FUNCTIONS									
Category	MFO	Rating							
Strategic Priority									
Core Functions									
Support Functions									
Total Overall Rating									
Final Average									

Rating								
Adjectival Rating								
Assessed by:	Final Rating by:							
	Date		Date					
Planning Office		PMT		Executive Director				
Legend: Q - Quality; E - Efficiency; T- Timeliness; A- Average								

**ANNEX 2: INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)
FORM**

Individual Performance Commitment and Review (IPCR) Form

I, _____, _____ of the Philippine Science High School - _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____ 20__.

RATEE

DATE _____

Reviewed by:		Approved by:					

Immediate Supervisor	Date	Campus Director	Date				

Output	Success Indicators (Targets+ Measures)	Actual Accomplishment	Rating	Remarks			
			Q	E	T	A	

Strategic Priority No: _____

Output 1							
Output 2							

Core Function: _____

Output 1							
Output 2							

Support Function: _____

Output 1							
Output 2							

Final Average Rating							
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Comments and Recommendations for Development Purposes					
Discussed with:	Date	Assessed by:	Date	Final Rating	Date
		I certify that I discussed my assessment of the performance with the employee:			
Employee		Supervisor		Campus Director/Executive Director	
Legend: Q – Quality; E – Efficiency; T- Timeliness; A- Average					

