



Republic of the Philippines
PALOMPON INSTITUTE OF TECHNOLOGY
Palompon 6538 Leyte

DESCRIPTION OF THE CRITERIA AND PROCESS USED IN RATING THE PERFORMANCE OF FACULTY AND NON-TEACHING PERSONNEL FOR BOTH CAMPUSES FOR THE CALENDAR YEAR 2016 AND RANKING OF THE BUREAUS/ATTACHED AGENCIES/DELIVERY UNITS

The Palompon Institute of Technology (PIT) uses the Strategic Performance Management System which is a concept that links employees' performance with the vision, mission and strategic goals of the institute. It is a system composed of strategies, methods and tools of ensuring fulfillment of the functions of the units/offices which are all geared towards the attainment of the Major Final Outputs (MFOs) of the Institute and its personnel as well as in assessing the effectiveness, quality, efficiency and timeliness of the accomplishments.

All faculty and non-teaching personnel of the Palompon Institute of Technology, including its external campus, Marcelino R. Veloso National Polytechnic College, PIT Tabango Campus, are grouped into three offices namely:

- Group I - Faculty
- Group II – Non-Teaching personnel
- Group III – PIT Tabango Campus

Group I, the faculty group is divided into four(4) delivery units namely:

1. College of Technology and Engineering (COTE)
2. College of Education (COED)
3. College of Maritime Education (COMED)
4. College of Arts and Sciences (CAS)

All delivery units of this group will be rated and ranked using the criteria set by the PIT Performance Management Team (PMT).

I. The Criteria

a. The criteria for rating the colleges and the PIT-Tabango Campus faculty Indicators in ranking delivery units

- Advanced (10%)
- Higher Education (60%) . Research (10%)
- Extension (10%)
- GASS, New Initiatives and Exemplary Performance (10%)

Advanced & Higher Education (70%)

- Faculty Teaching Equivalent (RE) - 50%
- Percentage Passing in Board Exams - 20%
- Percentages of Graduates within prescribed period - 20%
- Percentage of CMO compliant - 5%
- Other accomplishments (IMS, Awards) - 5%

Research -(10%)

- Technical publications - 20%
- Awards - 20%
- Technical papers/posters presented - 15%
- Projects implemented - 15%
- Projects proposals approved - 10%
- Amount of Project Funds Generated - 10%
- Project Proposal Submitted - 5%
- Other accomplishments (linkages, etc) -5%

Extension -(10%)

- Person-day training conducted - 20%
- Awards received - 15%
- Number of communities served - 15%
- Number of Household recipients - 15%
- (EC Materials Produced - 10%
- Extension projects implemented - 10%
- Extension project proposals approved - 5%
- Project Proposal Submitted - 5%
- * Other accomplishments (linkages, etc) - 5%

Group II, the non-teaching group is divided into three delivery units namely:

- Financial Services
- HR / Student Services
- General Services

All delivery units of this group will be rated and ranked using the criteria set by the PIT Performance Management Team (PMT).

b. The criteria for the non-teaching personnel are as follows:

1. Over-all Performance - 70%
(To be determined by the Direct Supervisor – Office Targets against Office Accomplishments)
2. Support to Operation - 30%

2.1 EXEMPLARY PERFORMANCE/BEST PRACTICES (10%)

- Tardiness/Undertime

5	-	not more than 3 times tardy/undertime during the last 6 months
4	-	4-6 times tardy/undertime for the last 6 months
3	-	7-10 times tardy/undertime for the last 6 months
2	-	11-15 times tardy/undertime for the last 6 months
1	-	more than 15 times tardy/undertime for the last 6 months

- Attendance (excluding approved mandatory leave/CTO/MC 6)

5	-	not more than 4 times absent for the last 6 months
4	-	5-8 times absent for the last 6 months
3	-	9-12 times absent for the last 6 months
2	-	13-16 times absent for the last 6 months
1	-	more than 16 times absent

- Observance and Adherence to existing rules and regulations of the Institute (Use of Pass Slip/Attendance to flag raising and flag lowering ceremonies/no swiping-in before 12:30 in the afternoon/wearing of school I.D./wearing of the prescribed uniform for the day with no deviation in the style/dress code during those days when there is no prescribed uniform

5	-	not more than 4 times violated in any of the Institute's rules and regulations for the last 6 months
4	-	5-8 times violated in any of the Institute's rules and regulations for the last 6 months
3	-	9-12 times violated in any of the Institute's rules and regulations for the last 6 months
2	-	13-16 times violated in any of the Institute's rules and regulations for the last 6 months
1	-	more than 16 times violated in any of the Institute's rules and regulations for the last 6 months

2.2 ZERO COMPLAINT FROM CLIENTS (10%) – Both Verbal and Written

- Quality of Service

5	-	not more than 4 times with poor rating for the last 6 months
4	-	5-8 times with poor rating for the last 6 months
3	-	9-12 times with poor rating for the last 6 months
2	-	13-16 times with poor rating for the last 6 months
1	-	more than 16 times with poor rating for the last 6 months

- Speed of Service

- 5 - not more than 4 times with poor rating for the last 6 months
- 4 - 5-8 times with poor rating for the last 6 months
- 3 - 9-12 times with poor rating for the last 6 months
- 2 - 13-16 times with poor rating for the last 6 months
- 1 - more than 16 times with poor rating for the last 6 months

- Smile/Greetings/Pleasant Attitude

- 5 - not more than 4 times with poor rating for the last 6 months
- 4 - 5-8 times with poor rating for the last 6 months
- 3 - 9-12 times with poor rating for the last 6 months
- 2 - 13-16 times with poor rating for the last 6 months
- 1 - more than 16 times with poor rating for the last 6 months

- Grooming of Employee

- 5 - not more than 4 times with poor rating for the last 6 months
- 4 - 5-8 times with poor rating for the last 6 months
- 3 - 9-12 times with poor rating for the last 6 months
- 2 - 13-16 times with poor rating for the last 6 months
- 1 - more than 16 times with poor rating for the last 6 months

- Cleanliness of Work Area

- 5 - not more than 4 times with poor rating for the last 6 months
- 4 - 5-8 times with poor rating for the last 6 months
- 3 - 9-12 times with poor rating for the last 6 months
- 2 - 13-16 times with poor rating for the last 6 months
- 1 - more than 16 times with poor rating for the last 6 months

2.3 Innovations/New Initiatives (5%) – Starts action, projects, and performs assigned tasks without being told and under minimal supervision.

- 5 - Introduces ideas and projects with originality without supervision.
- 4 - Starts actions and undertakes projects under minimal supervision.
- 3 - Starts actions and meets goals with regular supervision and assistance.
- 2 - Lacks personal drive to start any project or complete assigned tasks.
- 1 - Refuses to perform assigned tasks despite assistance and close supervision.

2.4 Human Relations (3%) – Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situations.

- 5 - Very effective in dealing with public. Gets along easily with other members of the work force. Has cordial relationship with supervisors, peers and subordinates.

- 4 - Can be relied upon to deal with the public and is generally courteous and accommodating.
- 3 - Has the ability to deal with the public and peers, although needs some advice at times.
- 2 - Has some difficulty in dealing with the public, occasionally discourteous except when attending to important or influential persons.
- 1 - Has considerable difficulty in dealing with the public. Draws negative reactions. Often discourteous and irritable.

PLUS FACTOR

Interventions (2 points maximum)

The performance of intervening or additional tasks is duly considered only if these tasks were done simultaneously with the planned targets.

Intervening tasks are those which are neither inherent nor directly related to the employee's plantilla or designated positions and may include memberships in ad hoc committees, research work and other similar assignments which require a considerable amount of effort and time of the employee and are duly covered by an office order.

The employees' performance of intervening tasks may be given a maximum of two (2) additional point to his/her overall rating, provided the following criteria are met:

- a. Said task is difficult, technical in nature or requiring special skills;
- b. Said task is not within the regular functions of the employee or the work program/performance contract of his/her division or unit;
- c. There is urgency in the completion of the intervening task, which has an impact on the organization unit concerned;
- d. Non-compliance/performance of the intervening task will unduly prejudice the service;
- e. Employee's planned targets were all accomplished and rated at least satisfactory; and
- f. Performance or completion of said intervening task will require an aggregate period of one week to two months.

Special or additional assignments are no longer considered intervening tasks if they will significantly affect the performance of the employee's regular targets. In such a case, the same is treated as an allowable modification of regular target.

Group III – PIT Tabango Campus is divided into three (3) delivery units namely:

- 1. General Education Department
- 2. Technology Education Department
- 3. Non-Teaching Personnel

All delivery units of this group will be rated and ranked using the criteria set by the PIT Performance Management Team (PMT).

The criteria in rating the delivery units for the teaching and non-teaching personnel of the PIT Tabango Campus strictly followed the criteria set by the main campus.

The Process

PMT

- Sets consultation meetings with heads to discuss targets in the OPCR
- Ensures that office targets are aligned with those of the agency
- Recommends approval of OPCR targets & ratings
- Calibrates ratings & Ranks delivery units
- Acts as appeals body for perf. issues Identifies potential top performers

Planning Office

- Monitors submission of OPCR
- Schedules review of office commitments by PMT
- Consolidates, reviews, validates and evaluates initial performance assessments
- Conducts performance planning & review Provides each office their final office ratings.

HR Office

- Monitors submission of IPCR
- Reviews Summary List of Individual Performance Ratings
Provides analytical data on retention, competency gaps and development plans
- Coordinates developmental interventions

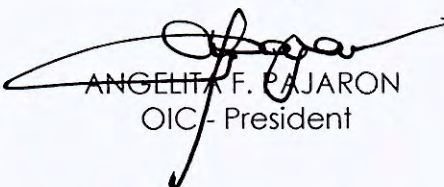
Heads of Units

- * Ensures attainment of performance objectives and targets Rationalizes distribution of tasks
- Monitors status of performance of subordinates & provides support & assistance through coaching
Assesses individual performance Recommends developmental intervention.

Individual Employees

Acts as partners of management and their co-employees in meeting organizational performance goals Performs tasks & targets assigned.

Prepared by:



ANGELITA F. RAJARON
OIC- President