



Republic of the Philippines

# NATIONAL COUNCIL ON DISABILITY AFFAIRS

## SPECIAL ORDER

NO. 025

Series of 2015

### SUBJECT: NCDA STANDARD MEASURE RATING FOR QUALITY AND TIME FOR INDIVIDUAL PERFORMANCE CONTRACT AND REVIEW (IPCR)

In line with the DSWD Guidelines on How to Compute Ratings for Performance-Based Component for Rank and File Personnel, all NCDA officers and staff are hereby enjoined to use the NCDA Standard Measure below for reference to be reflected in your IPCR as agreed upon during our consultation meeting last February 9, 2015.

#### IPCR STANDARD MEASURE RATING FOR QUALITY AND TIME

KEY RESULT AREA / OUTPUTS	PERFORMANCE INDICATORS (Q, Q, T)
Type Office communications/ letters/memorandum and other correspondences (Including Proofreading)	<b>Quality</b> 5 - 0 - 10 revisions (due to the ratee's error) 4 - 11 - 20 revisions 3 - 21 - 30 revisions 2 - 31 - 40 revisions 1 - 41 - 50 revisions
Received documents	<b>Quality and Time</b> 5 - complete documents/ attachments received w/ action taken within the day (8hrs) 4 - action taken 1 to 2 days later 3 - action taken 3 days later 2 - action taken 4 days later 1 - action taken 5 days later
Maintained systematic filing of official papers and correspondence  (Compiles circulars, memoranda & other papers/documents for reference)	<b>Quality</b> 5 - properly arrange & easily retrieved within 2 hours 4 - retrieved within 3 hours 3 - retrieved within 4 hours 2 - retrieved within 5 hours 1 - retrieved within 6 hours