

For

Department of Social Welfare and Development
DSWD Strategic Performance Management System (DSPMS)
PERFORMANCE REVIEW AND EVALUATION (PRE)

GUIDE ON HOW TO COMPUTE RATINGS FOR PERFORMANCE-BASED COMPONENT FOR RANK AND FILE PERSONNEL

BACKGROUND

2012, Memorandum Circular No. 06 or the Strategic Performance Management System (SPMS) was issued by the Civil Service Commission, to focus on the strategic alignment between the organization's goals, operations the units and cascading to all individuals.

The Performance Review and Evaluation (PRE) is the third stage of the SPMS where accomplishments are assessed based on performance indicators/measures identified for performance targets/key results made during the Performance Planning stage.

The 1-5 rating system shall be used to measure performance and accomplishments to be reflected in the Individual Performance Contract and Review (IPCR) Form.

GROUND RULES

1. Basis for the performance assessment is the approved Individual Performance Contract (IPC) or Adjusted IPC, if any, for the rating period.
2. The 1 to 5 point system shall be used. Refer to Part III for details.
3. Ratings shall be based on critical evidences.
4. For key result/outputs with "as the needs arise" (ANA) or "100% accomplished" targets but no actions was needed for the year, the key result shall not be rated and will not form part of the total average rating.
5. For targets not accomplished (not caused by uncontrollable factors), the lowest rating of "1" shall be given and not 0 (zero).
6. The decimal places for the ratings shall be stretched up to 5 digits. No manual computation. Only the excel-based auto-computation shall be used.
7. OBS could establish its standard for Quality and Timeliness considering the peculiarities of its deliverables.

III. COMPUTATION OF RATING FOR PERFORMANCE-BASED AREA

All outputs are measured vis-à-vis the standards set in terms of performance indicator: quantity, quality and time.

A. For Quantity

Indicators for quantity can be classified into:

A.1. Fixed Quantity – targets which cannot be exceeded e.g. Quarter, semester, annual report, WFP.

A.2. Non-Fixed or Quota-Based Quantity – targets which can be exceeded e.g. guidelines, client services.

Step 1: Compute the percentage of accomplishment using the formula:

$$\% \text{ of accomplishment} = \frac{\text{Total no. of quantity delivered}}{\text{Total no. of targets}} \times 100\%$$

Step 2: Once computed, refer to Table 1. Rating Scale for Fixed Quantity while or Table 2. Rating Scale for Non-Fixed or Quota-Based Quantity to identify the rating for quantity

Table 1. Rating Scale for Fixed/ANA Quantity

RATING	INDICATORS
5	100% accomplished
4	76 - 99% accomplished
3	51 - 75% accomplished
2	26 - 50% accomplished
1	25% and below accomplished

Table 2. Rating Scale for Non-Fixed or Quota-Based Quantity

RATING	INDICATORS
5	101% accomplished and above
4	76-100% accomplished
3	51-75% accomplished
2	26-50% accomplished
1	25% and below accomplished