

B. For Quality

General Rules:

- 1) "4" (four) point is the full score equivalent to 100%, while "5" is an exceeded or bonus point equivalent to above 100% accomplished.
- 2) However, the Rater may give a score of "5" for highly routine type of outputs like template document (e.g. leave, payroll, checks, RIS, etc.) because they have no chance to exceed the form and content of the required template.²
- 3) The Supervisor Rater shall give the rating which the Ratee could negotiate based on means of verification.
- 4) The general standard for quality rating is as follows however, the Office may use its own established standard of performance measure, if any.

Table 1: For Quality Indicators

Rating (%)	Adjectival Rating	Indicators
5 (101% and Above)	Outstanding	Key result/Performance exceeds the standards/expectations and extends beyond the assignment. Output is considered a model for excellence.
4 (76-100%)	Very Satisfactory	Performance fully met the required standards/expectations in all areas. All targets were achieved. Output is effective and efficient.
3 (51-75%)	Satisfactory	Performance met required standards/expectations in most areas. Output is acceptable.
2 (26-50%)	Unsatisfactory	Performance does not consistently meet expectations/targets. Output needs improvement. Only a few critical goals were met and would require close supervision by direct supervisor in the next rating period.
1 (25% and below)	Poor	Performance was consistently below expectations, and/or unjustifiable. Progress toward critical goals were not made. Significant improvement is needed in one or more important areas.

Following the discussion during the PMS and PBB orientation with FOS/AAs, the suggestion to have another table for highly template outputs is duly noted and shall be used as an agenda in the next PMT meeting.

C. For Time

General Rules:

- 1) Counting of "Days" shall refer to working days, which do not include Saturdays, Sundays or non-working holidays.
- 2) For document/instructions which were received on or later than the required/specified deadline, the document shall be considered "Rush/Urgent" thus, the unit will have to accomplish it within 24 hours. Refer to Table 3 for the corresponding Rating.
- 3) The following is the standard process for computing timeliness rating when the time indicator of an output. The indicator can be further classified into:
 - o Outputs that are 12 and below
 - o Outputs that are 13 and more

C.1. For outputs delivered that are 12 and below in quantity, compute the average timeline by:

- Step 1. Using the standard scale for time (Table 3), get the rating for each output.
- Step 2. Add all the ratings of the output and divide it by the total number of outputs to get the average rating. This shall correspond to the final rating for time.

Table 3. Rating Scale for General Time

Rating	INDICATORS	
	For Days of accomplishment	For Hours within the Day of accomplishment
5	1 and more days advance	1 and more hours advance
4	On the deadline	On time
3	1-30 days late	1 hour to 1 and 30 minutes late
2	31-60 days late	2 - 3 hours late
1	61 and more days late	4 hours and 30 minutes and more hours late