

**IV. ADJECTIVAL RATING<sup>3</sup> FOR THE SUMMARY OF RATING**

Outstanding	-	4.20 - 5.00
Very Satisfactory	-	3.40 - 4.19
Satisfactory	-	2.60 - 3.39
Unsatisfactory	-	1.80 - 2.59
Poor	-	1.00 - 1.79

C.2. For outputs delivered that are 12 or more in quantity, the following formula shall apply:

Step 1: Determine the average percentage outputs that were delivered on and before deadline by using this formula:

$$\text{Ave \% of outputs (within timeline)} = \frac{\text{Total no. of outputs submitted not later than the set deadline}}{\text{Total number of target outputs}} \times 100$$

Step 2: Refer to the Table 4 for the corresponding rating.

Table 4. Rating Scale for Time with Voluminous Outputs

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

**D. For the Final Rating**

D.1. To obtain the average rating for key result:

Step: Determine the average rating of a key result.

$$\text{Average Rating} = \frac{\text{Quantity} + \text{Quality} + \text{Time}}{3}$$

• For target that has only 2 performance indicators, the divisor shall also be 2.

D.2. To obtain the final rating, get the average rating of all the average ratings.

Step 1: Add all the average ratings.

Step 2: Divide this to the number of items/key results/deliverables.

$$\text{Final Rating} = \frac{3.33521 + 5 + 4.45178 + 4 + 2.31943 + 3 + 2.98571}{7} = 3.58459$$

<sup>3</sup> Based on the CESB prescribed adjectival rating.