

Leong!

INSTITUTIONAL DEVELOPMENT GROUP

December 18, 2014

MEMORANDUM

FOR : ALL HEADS OF OFFICES, BUREAUS AND SERVICES
ALL REGIONAL DIRECTORS
ALL EXECUTIVE DIRECTORS/ CHAIRPERSONS
DSWD Central, Field Offices and Attached Agencies

ATTN. : PMS Focal Person

SUBJECT: Use of the 1 -5 Rating Guide for Performance Assessment for CY 2014

This has reference to the Memorandum dated November 5, 2014 on the "Rating System for Performance Assessment of Rank and File for CY 2014," which informed that we shall be adopting the use of the new 1-5 rating system for CY 2014 performance assessment. However, while waiting for the finalization of the 1-5 rating guide, we recommended that the existing 1-7 rating will be used for the meantime and the final rating shall be transmuted to 1-5 rating.

Relative to this, please find the attached 1-5 rating guide for your reference for the aforementioned purpose.

We have incorporated in this rating guide the inputs gathered from the PMS and PBB focal persons for the Field Offices and Attached Agencies during the "Orientation on Performance Management System (PMS) and Performance-based Bonus (PBB) with the Focal Persons," which was held from November 24-26, 2014 at Baguio City.

In consideration of the Offices, Bureaus and Services (OBS) which have already started the Performance Review and Evaluation (PRE) of their staff using the 1-7 rating system, we request that the final average ratings be transmuted to 1-5 rating. In transmuting the 1-7 rating to 1-5, kindly use the formula:

$$(1-7 \text{ rating} / 7) \times 5$$

Example: $6.75 / 7 = 0.9643$
 $0.9643 * 5 = 4.8214$

For your guidance and appropriate action.

ANGELITA V. GREGORIO-MEDEL
ANGELITA V. GREGORIO-MEDEL
Undersecretary

Verified Copy:

M. H. Reyes
12.18.14
IRINA H. REYES
Officer In-Charge
Records Unit

NATIONAL COUNCIL ON DISABILITY AFFAIRS
Records Section
Tel. Nos. 951-6033 ; 951-5925

RECEIVED
05 JAN 2015

By: *[Signature]*
DTS No. 2014-01-002