

Time

Fixed Time

- 5 – 5 or more working days advance
- 4 – on the deadline or submitted (1 – 4 working days before)
- 3 – 1 - 30 working days late
- 2 – 31 - 60 working days late
- 1 – 61 & more working days late

Non-Fixed Time

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

Standard Contents:

- Project Proposal
 - Title
 - Proponent/s
 - Rationale
 - Objectives
 - Project Description
 - Methodology
 - Who, How, Where, When
 - Expectation Output