

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

GENERAL RATING SCALE

<u>NUMERICAL</u>	<u>ADJECTIVAL</u>	<u>DESCRIPTION</u>
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time technical skills and knowledge , ingenuity , creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are marked excellence
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3	Satisfactory	Performance met expectations in terms of quality of work efficiency and timelines. The most critical annual goals were met
2	Unsatisfactory	Performance failed to meet expectations, and/or reasonable progress toward critical goals were not met.
1	Poor	Performance was consistently below expectations and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. Performance failed to meet the planned targets by 50% or below


FINAL RATING ALLOCATION

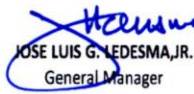
Strategic Priorities - 45%
Core Functions - 45%
Support Functions - 10%

360 Degrees Feedback (Individual Ranking according to their Work Group Category):

<i>Standard 360 Degrees Feedback</i>	
5	1
4.5	2
4	3
3.5	4
3	5
2.5	6
2	7
1.5	8
1	9
0.5	10
0.25	11

5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Unsatisfactory
1 - Poor


JENEVER D. AQUINO
Ind. Relations Mgmt. Officer B
October 27, 2015


JOSE LUIS G. LEDESMA, JR.
General Manager
October 27, 2015

Republic of the Philippines
SILAY CITY WATER DISTRICT
 Silay City, Negros Occidental

HOW TO COMPUTE THE RATING

- During the performance review and evaluation, discussion at the end of the rating period, the PMT rates the organizational unit of its actual accomplishment vis-à-vis its target as indicated in the targets and accomplishments column of the approved OPCR.
- Each accomplishment is rated by comparing the targets against the actual job accomplishments. The Q, E and T standards earlier set are used in giving each accomplishment a numerical point rating.
- Add all the point scores under Q, E and T for each work/activity for each rater and divide by the number of entries to get their respective Average Point Scores (A). Add all the Average Point Scores to get the Total Overall rating.
- Divide the Total Overall Rating with the number of entries to get the Final Average Rating.
- Using the SPMS Rating Scale, determine the Adjectival Rating of the organizational unit
- The same method of computation shall be made in determining the performances rating of the subordinates. The average of all individual performance shall not go higher than the collective performance assessment of the office.

LEVELS OF PERFORMANCE

Each employee is rated on the basis of the levels of performances set below:

Description	Adjectival Rating	Point Score
<ul style="list-style-type: none"> ▪ Extraordinary level of achievement ▪ Exceptional job mastery in all major areas of responsibility have demonstrated ▪ Marked excellence of achievement and contributions to the organization 	Outstanding(O)	5
<ul style="list-style-type: none"> ▪ Exceeded expectations ▪ All goals, objectives and targets were achieved above standards 	Very Satisfactory (VS)	4
<ul style="list-style-type: none"> ▪ Met expectations ▪ Most critical annual goals are met. 	Satisfactory (S)	3
<ul style="list-style-type: none"> ▪ Failed to meet expectations ▪ One or more of the most critical goals were not met 	Unsatisfactory (US)	2
<ul style="list-style-type: none"> ▪ Consistently below expectations ▪ Reasonable progress toward critical goals was not made 	Poor (P)	1