

Office of the President
of the Philippines
Malacañang

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14D 13165

MEMORANDUM ORDER NO. 149-A

**FURTHER AMENDING MEMORANDUM ORDER NO.4, DATED FEBRUARY 1, 2001
AS AMENDED BY MEMORANDUM ORDER NO.149, DATED OCTOBER 15, 2004,
"IMPLEMENTING IN THE OFFICE OF THE PRESIDENT (PROPER) A
PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (OP-PMES)"**

Item V.D of Memorandum Order No. 149, dated October 15, 2004, amending Memorandum Order No.4, dated February 1, 2001, is hereby further amended to read as follows:

"D. MECHANICS OF RATING

D.1 Components of Rating

D.1.1 For Supervisors

- a. Part I- Performance (Quantity, Quality, Time) (Refer to Annex "A") 70%

- b. Part II - Critical Factors _____ (Refer to Annex "B") 30%
 - Leadership _____ 5%
 - Stress Tolerance _____ 5%
 - Initiative _____ 5%
 - Human Relations _____ 5%
 - Courtesy _____ 5%
 - Punctuality & Attendance _____ 5%

D. 1.2 For Non-Supervisors

- a. Part I - Performance (Quantity, Quality, Time) (Refer to Annex "A") 70%

- b. Part II -Critical Factors _____ (Refer to Annex "B") 30%
 - Stress Tolerance _____ 6%
 - Initiative _____ 6%
 - Courtesy _____ 6%
 - Human Relations _____ 6%
 - Attendance & Punctuality _____ 6%

D. 2 Performance of Intervening Tasks

The employee's performance of intervening tasks may be given a maximum of one (1) additional point to his/ her overall rating.

D.3 Cross Rating

<u>Rater</u>	<u>Overall Weight</u>
Supervisor Rater	50%
Self Rater	20%
Subordinate Rater (s)	10%
Peer Rater (s)	10%
Client Rater (s)	10%
	100%

D.4 Guidelines in the Computation of the Rating

D.4.1 Supervisor and Employee Ratings on Part I-Performance

1. During the appraisal discussion at the end of the rating period, the *Supervisor Rater* and the *Self-Rater* fill-up the accomplishment portion of the targets and accomplishment column of the PEF-1(Refer to Annex "C").

The QL, QN and T standards are used in giving each accomplishment a numerical point rating.

2. Add all the point scores under QN, QL and T for each work/ activity for each rater and divide by the number of entries to get their respective *Average Point Scores* (APSs).

3. Multiply each *Average Point Score* by the assigned percentage weight for each work or activity to get the *Equivalent Point Scores* (EPSs).

4. Add all *Equivalent Point Score* (EPSs) of both the *Supervisor Rater* and *Self Rater* separately to get their respective *Total Equivalent Point Scores* for Part I.

5. Multiply separately the *Total Equivalent Point Scores* of both *Supervisor Rater* and *Self Rater* by 70% to get their respective *Weighted Average Scores* (WASs).

D.4.2 Supervisor and Employee Ratings on Part II-Critical Factors

1. Using PEF-1 (Refer to Annex "C"), the *Supervisor Rater* and *Self Rater* rate each factor. There should be at least three factors to be used for each rate.

2. Add all *Supervisor Rater Point Scores* and all *Self Raters Point Scores*, then divide by the total number of entries to get their respective *Average Point Scores* (APSs) for Part II.

3. Multiply each *Average Point Score* (APS) by 30% to get the *Weighted Average Score* (WAS) for each rater in Part II.

D.4.3 Subordinate(s), Peer(s) and Client(s) Ratings

1. Compute the average ratings of each category of raters for Part I and Part II separately (Refer to Annex "D-1; D-2; D-3").
2. Multiply the resulting average ratings by 70% for Part I and by 30% for Part II to get the Weighted Average Scores.

D.4.4 Overall Rating

1. Using the Summary of Rating portion of PEF-1, indicate the Rater's Weighted Average Scores for both Part I and Part II.
2. Add the Weighted Average Scores for Part I and Part II of each rater to get the Overall Point Scores and multiply by the Rater's Percentage Weight Allocation to get their respective Overall Weighted Scores.
3. Add all Overall Weighted Scores to get the Total Overall Score or Final Numerical Performance Rating.
4. Add the rating for Intervening Task, if any.
5. Convert the Total Overall Score or Final Performance Numerical Rating to Adjectival rating using the conversion table.

D.4.5 Conversion Table:

Numerical Rating		Adjectival Rating
9.50	-	10.0
7.51	-	9.49
4.01	-	7.50
2.01	-	4.00
2.00	Below	
		POOR
		UNSATISFACTORY
		SATISFACTORY
		VERY SATISFACTORY
		OUTSTANDING

Note: Intervening rating and Outstanding rating should be fully supported/justified by a certification of the immediate supervisor, and approved by the Head of Office. Documentary evidence should be submitted."

This amendment shall take effect immediately.

By authority of the President:



EDUARDO R. ERMITA
Executive Secretary

Manila, October 29, 2004

GENERAL STANDARDS

A. Timeliness

10 points	-	Task completed within the first 30% or more of the time before the deadline or scheduled time of completion; Task completed ahead of the planned time by 30% for non-routine duty.
8 points	-	Task completed in 15-29% of the time before the deadline or scheduled time of completion; Task completed ahead of the planned time by 15% to 29% for non-routine duty.
6 points	-	Task completed on the deadline or up to 14% of the time before the deadline or scheduled time of completion; Task completed on deadline or planned time or earlier but not more than 14% of the planned time for non-routine duty. 3 reminders issued by rater for repetitive/ routine duty.
4 points	-	Task completed 51-99% of the time after the deadline or scheduled date of completion; Task completed after the deadline or planned time by 51%-99%. 4 or 5 reminders issued by rater for repetitive/ routine duty.
2 points	-	Task not accomplished at all or completed 50% or more of the time after the deadline or scheduled date of completion; Task not completed after the deadline or planned time by 50% or more for non-routine duty. 6 or more reminders by rater for repetitive/ routine duty.

B. Quality of Written Work

10 points	-	No mistakes or deficiency; every aspect of work assignment well covered; clearly presented; well organized; No lapse in grammar or error in content.
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8 points	-	One or two minor errors or deficiencies; work in accordance with instructions; clearly presented; well organized; 1 or 2 errors in grammar or errors in content.
6 points	-	More than two minor errors or deficiencies; partial minor revision needed; 3 lapses in grammar or errors in content.
4 points	-	One or two major errors or deficiencies; major revision needed; 4 or 5 lapses in grammar or errors in content.
2 points	-	Work not acceptable; needs total revision; 6 or more lapses in grammar or errors in content.

C. Quality of Non-Written Work

10 points	-	Excellent results; all aspects of work assignment thoroughly covered; No mistake in performing the duty.
8 points	-	One or two minor errors in the execution of work assignment; results still very good; 1 or 2 mistakes in performing the duty.
6 points	-	More than two minor errors or deficiencies in the execution of work assignment; results are acceptable; 3 mistakes in performing the duty.
4 points	-	One major error or deficiency that can be overcome with help from supervisor; 4 to 5 mistakes in performing the duty.
2 points	-	Haphazard or careless execution of work assignment; unacceptable results; 6 or more mistakes in performing the duty.

D. Quantity of Work

10 points - Target or quota exceeded by 30% or more;
planned quantity in 6 months exceeded by 30% or more.

8 points - Target or quota exceeded by 15-29%;
planned quantity exceeded by 15% to 29%.

6 points - Target or quota accomplished as expected or up to 14% in excess of the target or quota;
planned quantity just met or exceeded but not more than 14%.

4 points - Only 51- 94% of target or quota accomplished;
only 51% to 94% of planned quantity accomplished.

2 points - Less than 50% of quota or target accomplished;
only 50% or less of planned quantity accomplished.

GENERAL STANDARDS**CRITICAL FACTORS**

1. Courtesy- polite, kind and thoughtful behavior toward the public/ clientele in manner of speech and actuation.

10 points	-	Always goes all the way to make people comfortable and satisfied even under pressure and occupied with work.
8 points	-	Frequently goes out of the way even when occupied with work in giving assistance to the public.
6 points	-	Usually goes out of the way to assist the public.
4 points	-	Occasionally assist the public. At times discourteous. Shows lack of patience in dealing with the people.
2 points	-	most of the time discourteous. Regularly complained about due to inconsiderate attitude.

2. Human Relations – Integrates concern for people at work, office clientele, and supervisor-subordinate relationship into work situations.

10 points	-	Very effective in dealing with public. Gets along easily with other members of the work force. Has cordial relationship with supervisors, peers and subordinates.
8 points	-	Can be relied upon to deal upon to with the public and is generally courteous and accommodating.
6 points	-	Has the ability to deal with the public and peers, although needs some advice at times.
4 points	-	Has some difficulty in dealing with the public, occasionally discourteous except when attending to important or influential persons.
2 points	-	Has considerable difficulty in dealing with the public. Draws negative reactions. Often discourteous and irritable.

3. Initiative- Starts action, projects, and performs assigned tasks without being told and under minimal supervision.

10 points	-	Introduces ideas and projects with originality without supervision.
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- 8 points - Starts actions and undertakes projects under minimal supervision.
- 6 points - Starts actions and meets goals with regular supervision and assistance.
- 4 points - Lacks personal drive to start any project or complete assigned tasks.
- 2 points - Refuses to perform assigned tasks despite assistance and close supervision.

4. Leadership – (for supervisors only) - the manner of guiding, influencing, motivating and developing confidence of subordinates to work as a team and accomplish assigned task, leading the organizational unit to achieve its goals and objectives enthusiastically.

- 10 points - Leads staff exceptionally well. Easily achieves high productivity through teamwork. Maintains a good balance of tasks and people concern.
- 8 points - Leads staff effectively. Often gets job done through teamwork. Staff are productive.
- 6 points - Leads staff adequately well. Usually gets job done.
- 4 points - Seldom exercises leadership over staff. Seldom gets job done on time.
- 2 points - Cannot lead staff. No teamwork. Productivity is low. No balance of tasks and people concern.

5. Stress Tolerance- Stability of performance under pressure or opposition

- 10 points - Always calm and shows pleasant disposition. Consistently confident and positive even during stressful conditions at work. Never loses patience and never allows tension and anxiety to affect workplace (performance in workplace).
- 8 points - Most of the time calm, confident and positive. Occasionally loses emotional control during stressful conditions.
- 6 points - Normally calm, confident and positive. Occasionally loses emotional control during stressful conditions.
- 4 points - Often loses emotional control in dealing with stressful work situations. Often complains about people and situations at work.

2 points - Cannot handle stress. Highly emotional and into violent arguments with others.

6. Punctuality and Attendance- Observed behavior of coming to office on time or to be present at work to complete assigned responsibilities.

Punctuality

10 points - not more than 3 times tardy/ undertime per month.

8 points - 4-6 times tardy/ undertime

6 points - 7-10 times tardy/ undertime

4 points - 11-15 times tardy/ undertime

2 points - more than 15 times tardy/ undertime

Attendance

10 points - not more than 4 days absent per month

8 points - 5-8 days absent

6 points - 9-12 days absent

4 points - 13-16 days absent

2 points - more than 16 days absent

For this purpose, authorized sick leave, scheduled leave, privilege leave, maternity leave and paternity leave of absences are not included in the counting of days absent under this factor.