

**F. Filling up the Competency Assessment Form**

1. The Competency Assessment Form shall be filled up or rated by
  - a. the Employee which will be a self-rating,
  - b. the Supervisor Rater,
  - c. Three (3) Customer Raters identified by the Employee,
  - d. Three (3) Peer Raters identified by the Employee and
  - e. Three (3) Subordinate Raters identified by the Employee.
  - f. The Supervisor or Manager of the Employee reserves the right to identify additional Raters to get feedback from.
2. Every May and November of the year, the Employee shall distribute the form to three (3) Customer Raters, three (3) Peer Raters and three (3) Subordinate Raters. The completed forms shall be signed and dated by the Raters and given directly to the Supervisor of the Employee.
3. The Form description and procedure for filling up is as follows:
  - (1) Competency – There are three competencies that an employees will be evaluated on as described in Section IX – MWSS Competencies. These are 1) Core Competencies 2) Leadership and Management Competencies and 3) Functional Competencies.
  - (2) Definition – These are the definitions of each competency and indicated in Section IX.
  - (3) Critical Incidents – These are direct experiences the Rater may write to substantiate his rating of the Employee
  - (4) Self Rating – the Employee’s personal rating of himself on the competencies
  - (5) Supervisor Rating – the Supervisor’s rating of his employee on the competencies
  - (6) Peer Rating – the Peer’s rating of the employee on the competencies
  - (7) Customer Rating – the Customer’s rating of the employee on the competencies
  - (8) Subordinate – the Subordinate’s rating of the employee on the competencies
  - (9) Average – The Supervisor/Manager of the Employee shall get the averages of the submitted ratings.
  - (10) Rater Name, Signature and Date – Before submission to the Employee’s Manager or Supervisor, the Employee shall sign and date his signature

## **XII. USES OF PERFORMANCE RATINGS**

- A. Security of tenure of those holding permanent appointments is not absolute but is based on performance.
  - 1. Employees who obtained **Unsatisfactory** rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the Department Manager and supervisor (Division/Unit Head), in coordination with the HR Department, to address competency-related performance gaps.
  - 2. If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory ratings in the immediately succeeding rating period or Poor rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the Department Manager at least 3 months before the end of the rating period is required.
- B. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Department Manager .
- C. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.
- D. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.
  - 1. For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.
- E. Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (plantilla) office or present office, where the employees have spent majority of their time during the rating period.

## **XIII. SANCTIONS**

- A. Unless justified and accepted by the PMT, non-submission of the OPCR to the PMT and the IPCR to the HR Department within the specified dates shall be a ground for:
  - a. Employees' disqualification for performance-based personnel actions which would require the rating for the giving period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.

- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the OPCR and IPCR reports.
- c. Failure on the part of the Department Manager to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

#### **XIV. APPEALS**

- A. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference. Any Department Manager who feels aggrieved or dissatisfied with the Office Performance (OPCR) assessment as discussed in the performance review conference may file an appeal within a period of ten (10) days with the MWSS Administrator from receipt of said assessment.
- B. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can
  - 1. File an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Department Manager . An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating.
  - 2. If the individual is still unsatisfied with the decision of the PMT, he can elevate the PMT's decision to the Administrator or the Appointing Authority as the case may be.
  - 3. If the individual is still unsatisfied with the decision of the MWSS Administrator or the Appointing Authority as the case may be, he can appeal to CSC pursuant to existing CSC rules and regulations.
- C. Officials or employees who are separated from the service on the basis of two consecutive Unsatisfactory or a Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

#### **XV. ANNEXES**

- A. Annex A – MWSS SPMS Calendar
- B. Annex B – Cascading of GOCC Performing Targets – FORM A
- C. Annex C – Office Performance and Commitment Review (OPCR) – Blank Form
- D. Annex C.1 – Office Performance and Commitment Review (OPCR) – Sample Form
- E. Annex C.2 – Quarterly Office Performance and Commitment Review (OPCR) Accomplishment Report Form
- F. Annex C.3 - Quarterly Department Performance Mentoring and Coaching Journal
- G. Annex D – Individual Performance and Commitment Review (IPCR) Form
- H. Annex D.1 – Quarterly Individual Performance an Commitment Review Accomplishment Report Form
- I. Annex D.2 - Quarterly Individual Performance and Commitment Review (IPCR) Accomplishment Report Form
- J. Annex D.3 - Quarterly Individual Performance Mentoring and Coaching Journal
- K. Annex E – Summary List of Individual Ratings
- L. Annex F – Professional Development Plan (Semestral)
- M. Annex G – Competency Evaluation Form

## MWSS - CORPORATE OFFICE SPMS Calendar

		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
<b>1. Performance Planning and Commitment</b>													
OPCR Development													
1	Direction Setting by the Administrator					x						x	
2	OPCR Development by Department	PMT				x						x	
	PMT Review of all OPCR's/Generates review report	Corp Plan/OA					x						x
4	Approval of OPCR	Administrator					15th <sup>a</sup>						15th <sup>a</sup>
IPCR Development													
1	IPCR Creation	DM/HR Dept Mgr					22nd <sup>b</sup>						22nd <sup>b</sup>
<b>2. Performance Monitoring and Coaching (may be more than required)</b>													
Monitoring of:													
1	Deputy Administrator	Administrator	x		x			x				x	
2	Department Manager (DM)	Corp Plan/DA/OA	x		x			x				x	
3	Individual	DM/HR	x		x			x				x	
Form: IPCR/OPCR/Mentoring and Coaching Journals													
<b>3. Performance Review and Feedback</b>													
OPCR													
1	DMs' submission of OPCR Quarterly Report	Corp Plan	1st Tue		1st Tue			1st Tue				1st Tue	
2	Corp Plan review, evaluation and validation of all OPCR's	PMT	2nd Tue		2nd Tue			2nd Tue				2nd Tue	
3	PMT review of Corp Plan's initial OPCR assessment	Administrator	2nd Tue		2nd Tue			2nd Tue				2nd Tue	
4	Bi-Annual Performance Review conference held to discuss the Administrator's OPCR rating.	Administrator	3rd wk					3rd wk					
5	final rating of the OPCR which will serve as basis of the assessment of individual staff members in the department.	DMS	3rd wk					3rd wk					
IPCR													
1	DMs discuss the final OPCR rating with members of his department.	DMS/Employees	3rd wk					3rd wk					
2	Employee sends out Competency Evaluation forms to his immediate supervisor, 3 peers, 3 subordinates, 3 customers and summarizes the results.					2nd-3rd wks						2nd-3rd wks	
3	Immediate supervisors review the employees' quarterly reports and proofs of performance, competency evaluation and rates the employee.	Immediate Supv, Employees	1st -2nd wks		1st -2nd wks			1st -2nd wks				1st -2nd wks	
4	Immediate supervisor discusses his rating with the employee.	Immediate Supv, Employees	1st -2nd wks		1st -2nd wks			1st -2nd wks				1st -2nd wks	
5	DM notifies employee of his/her final performance assessment.	Immediate Supv, Employees	3rd wk					3rd wk					
6	DM submits the Summary List of Individual Ratings including IPCR's of his department.	HR/PMT	3rd wk					3rd wk					
Form: IPCR/OPCR/Competency Evaluation Form/Mentoring and Coaching Journals/Summary List of Individual Ratings													
<b>4. Performance Rewarding and Development Planning</b>													
Rewarding													
1	PMT to submit top performers list	PRAISE Committee	4th wk					4th wk					
2	PRAISE Committee to recommend awards for individual and departmental performers.	Administrator		1st wk					1st wk				
Development Planning													
1	In the competency assessment discussions, DMs compile the development needs of his employees for HR Competency Building consideration.	HR	4th wk					4th wk					
2	HR updates MWSS Training Plan for next six months.	Administrator		1st wk					1st wk				

*In the event the deadline falls on a non-working holiday, submission will be on the next working holiday*

<sup>a</sup> The OPCR for the succeeding semester is due every 15th of June and December

<sup>b</sup> The IPCR for the succeeding semester is due every 22nd of June and December