



Republic of the Philippines
Professional Regulation Commission
Manila

OFFICE ORDER NO. 2013- 372
 July 302013

TO : ALL PRC OFFICIALS AND EMPLOYEES

SUBJECT : RATING AND RANKING PERFORMANCE OF INDIVIDUALS

As per DOLE Administrative Order No. 272 series of 2013 on the Implementing Guidelines on the Grant of Performance-Based Bonus, the following Weight Allocations shall be observed to arrive at the Performance-Based Bonus general rating of individual employees:

CRITERIA	WEIGHT (%)	RATING	CATEGORY/DESCRIPTION
A. PERFORMANCE (IPCR)	90	4	Meeting the success indicators – Outstanding (O)
		3	90% to 99% of the success indicators – Very Satisfactory (VS)
		2	80% to 89% of the success indicators – Satisfactory (S)
		1	79% or below the success indicators – Unsatisfactory (US) – <u>NOT ENTITLED TO PBB</u>
B. BEHAVIOR AND ATTENDANCE	10%		
Integrity	3	4	No violation of the DOLE Code of Conduct/administrative case during the semester
		2	With one (1) violation of the DOLE Code of Conduct/administrative case during the semester
		0	With at least two (2) violations of the DOLE Code of Conduct/administrative case during the semester
Work Attitude	4	4	Shows remarkable interest in his job, a self-starter, always able to devise ways and means to accomplish task, a team player
		2	Shows normal interest in his job, does only what is required of him, normally able to devise ways and means
		0	Lacks interest in his job, must always told to do his assignments, seldom able to devise ways and means to accomplish task, does not involve in group work
Punctuality	1.5	4	No tardiness/undertime during the semester
		3	1-19 times tardy/undertime during the semester

		2	20-38 times tardy/undertime during the semester
		1	At least 39 times tardy/undertime or with warning during the semester
		0	Penalized for policy violation during the semester <i>(Ten (10) times in 2 consecutive months in a semester or during the year – A.O. No. 390 s. 2003)</i> <i>(Ten (10) times in 2 consecutive months in a semester or during the year – CSC MC No. 16, S. 2010)</i>
Attendance	1.5	4	No absent during the semester
		3	1-15 days absent during the semester
		2	16 and above days absent during the semester
		1	1-7 unauthorized absences or with warning during the semester
		0	Penalized for policy violation during the semester <i>(Exceeding 2.5 days of unauthorized absences in a month or at least 3 consecutive months during the year (Habitual Unauthorized Absences per A.O. o. 390, s. 2003).</i>
			Excluded in the counting of absences; forced leave, maternity leave, paternity leave, parental leave, special leave, rehabilitation leave, special leave for women)
TOTAL	100		

Since the Department is observing an annual performance evaluation rating, the Integrity and Work Attitude shall be rated for the **whole year** and the average rating for Punctuality and Attendance criteria for the 1st and 2nd semesters shall be considered. To arrive at the final rating, the Behavior and Attendance rating shall then be added to the Performance rating (please see attached sample computation).

The IPCR rating of the employees shall also include intervening task with proof of actual performance and pioneering activities, if there are any.

For your information and guidance.


TERESITA R. MANZALA
Chairperson

O-OCH/O-CII/O-OFAS/D-HRMD
TRM/JJM/SEAT/ECB/glo

