



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

February 17, 1971

ADMINISTRATIVE ORDER
No. 145 s. 1971

SUBJECT: PERFORMANCE RATING SYSTEM

Pursuant to the provisions of Sec. 26 of Republic Act 2260, and Civil Service Rule IX, the following Performance Rating System is hereby established for all officers and employees of the Department of Health, whether in the competitive or in the non-competitive service.

1. Purpose

This System shall be administered to continually foster the improvement of individual employee performance by providing effective supervision and counseling through the identification of the employee's work and strong points, as well as to develop standards of satisfactory performance, strengthen supervisor-employee relations, and objectify the application of personnel policies in selection, placement and promotion, reduction in force and other processes of personnel administration.

2. Policies

- (a) This Performance Rating System is hereby made an integral part of the personnel program of this Department.
- (b) Each employee shall be informed of his rights and obligations under this System, and of the Rating Plan under which he shall be rated.
- (c) Performance requirements shall be established for each position and those requirements shall be mutually understood by the employee and the supervisor.
- (d) The performance of each employee shall be evaluated fairly in relation to the performance requirements of his position.
- (e) Each employee shall be kept currently advised of how his performance meets requirements, and shall be notified of his performance rating.
- (f) The strong qualities of employees shall be utilized in work assignments insofar as possible.
- (g) Employees shall be given appropriate recognition for the merit of their performance and their contribution to efficiency and economy of government operations.

3. The Rating Plans

There are two rating plans under this system: one for supervisors and another one for non-supervisors.

For purposes of this Performance Rating System, positions in this Department shall be classified into supervisors and non-supervisors.

The Supervisors shall include the following positions:

- (1) Secretary of Health
- (2) Undersecretaries
- (3) Bureau Directors, Chiefs of Offices and Projects
- (4) Regional Health Directors
- (5) Provincial Health Officers
- (6) City Health Officers
- (7) Chiefs of Hospitals
- (8) Chiefs of Divisions
- (9) Chiefs of Sections

Non-supervisors shall include all other positions not classified as supervisor under the preceding paragraph.

(a) Rating Factors

The following factors shall be evaluated for supervisors:

- (1) Planning and Organizing Skill
- (2) Assigning and Appointing Work
- (3) Instruction, Guidance and Development of Subordinates
- (4) Cooperation
- (5) Ability to Make Decisions
- (6) Initiative and Resourcefulness
- (7) Ability to Grasp and Carry Out Instructions
- (8) Responsibility
- (9) Personableness
- (10) Punctuality and Attendance

The following factors shall be evaluated for non-supervisors:

- (1) Quantity of Work Production
- (2) Quality of Production
- (3) Ability to Meet Work Schedules
- (4) Initiative
- (5) Ability to Get Along with Others
- (6) Ability to Grasp and Carry Instructions
- (7) Adoptability and Versatility
- (8) Dependability
- (9) Personableness
- (10) Punctuality and Attendance

(b) Who Shall Rate

Each employee shall be rated by his immediate supervisor, subject to review by the next higher supervisor: Provided, That performance ratings of employees in each division shall be concurred in by the chief of division concerned and not disapproved by the Bureau Director or Chief of Office.

(c) Rating Periods

Performance ratings shall be given semi-annually, one on June 30 for the January to June rating period, and another on December 31 for the July to December rating period.

A probationary period rating shall be made at the end of the sixth month of employment of employees on probationary status.

(d) Rating Forms

Two rating forms shall be used under this System: PRF No. 1 for rating supervisors, and PRF No. 2 for rating non-supervisors.

For every ratee, the rating official shall accomplish the proper performance rating report in triplicate. In accomplishing the form, the instructions found therein should be followed.

(e) Adjective Ratings

Both performance rating plans provide for the following four adjective ratings:

- (1) Outstanding - This rating shall be given when the ratee's performance is exceptional and deserves special commendation.
- (2) Very Satisfactory - This rating shall be given when the ratee performs the duties of his position with excellence but short of outstanding performance.
- (3) Satisfactory - The ratee shall be given this rating when he meets the standard of ordinary requirements of the duties of his position.
- (4) Unsatisfactory - The ratee shall be given this rating when he fails to meet the minimum requirements of the duties of his position.

4. Rating Procedure

After the rating official has accomplished the proper rating form, he shall discuss with the ratee his performance evaluator. The ratee shall then sign the performance rating form (in triplicate) to indicate that it has been shown to and discussed with him.

After the form has been signed by both the ratee and the rater it shall be forwarded to the next higher supervisor. The performance rating shall be subject to the concurrence of this supervisor: Provided, That performance ratings of employees in each division shall be subject to the concurrence of the chief of the division concerned.

Upon concurrence by the higher supervisors, one copy of the performance rating report shall be given to the ratee, another copy shall be kept in the division files and the original shall be sent to the personnel office.

Before a rating of DISSATISFACTORY may be given, the following procedure shall be followed:

- (1) The immediate supervisor (or rater) shall give the employee a written warning, at least 60 calendar days before the end of the rating period, containing a detailed explanation of the unsatisfactory performance.

(2) It shall be indicated in the warning that the employee shall be given a rating of "unsatisfactory" unless his performance improves sufficiently to meet the standards for satisfactory performance or unless the improvement in performance indicates that these standards will be met within a reasonable period of time.

(3) The warning shall indicate to the employee how he may improve his performance and that a reasonable opportunity for, and assistance in, improving his performance shall be given him.'

(4) A copy of the warning shall be furnished the next higher supervisor: Provided, That the chief of the division or equivalent organizational unit where the employee being warned belongs shall be furnished a copy of the warning.

(5) If, after the warning, the employee's performance adequately improves and such improvement is maintained for a sufficient time, the employee shall be given a "satisfactory" rating.

In case a rating of "OUTSTANDING", the reason or the rating report. A copy of the performance rating report, together with the supporting papers, shall be forwarded through the Secretary of Health for comment and recommendation, to the Commissioner of Civil Service for appropriate action for purposes of an incentive award. A copy of the report shall also be furnished the officer or employee concerned with a letter of commendation from the Secretary of Health.

5. Appeals

An employee who feels that he has not been rated fairly or properly may appeal for review of his performance rating through the formally established complaints and grievance machinery of this Office as promulgated in Administrative Order No. 68, dated May 13, 1968.

The appeal shall be submitted within ten (10) days from receipt by the ratee of his copy of his performance rating report. Failure to appeal within this prescribed period shall be deemed a waiver of his right and no appeal shall thereafter be obtained.

6. Responsibilities

The administration of these performance rating plans and the custody of all papers and reports pertaining thereto shall be the responsibility of the Chief Personnel Officers of this Department. The Personnel Division in the Office of the Secretary shall be responsible for coordination and supervision of the performance rating program. The Personnel Officers concerned shall install a suitable program for the training of supervisors in the proper and the effective evaluation and rating of employee performance.

Each employee shall be informed by his supervisor about the plan under which he shall be rated.

(1) The supervisor shall discuss with each employee under his supervision the duties and responsibilities of the latter's position and the standards of performance required for that position to foster mutual understanding between them. The standards should represent satisfactory and not perfect performance.

(2) Periodic discussions in private shall be held between supervisors and employees so that the latter may know wherein their work exceeds, equals or falls below the performance requirements of their positions.

7. Relationship Between Performance Rating and Personnel Actions

The performance rating of employees shall be considered in connection with the following personnel actions:

- (1) Placement - the strong qualities of employees shall be utilized in duty assignments insofar as possible.
- (2) Promotion and Step-Increase in Pay - A current rating of satisfactory or better shall be a requirement for promotion as well as for step-increase in pay.
- (3) Incentive Awards - An employee for whom an "outstanding" rating is approved shall be recommended for an incentive award.
- (4) Reduction in Force - The performance rating shall be one of the factors to be considered in determining retention in case of reduction in force. When a performance rating appeal is pending, the reduction-in-force action should not be held in abeyance but should be based on the initially approved rating. If any changes result from the appeal that would alter the employee's standing on the retention register, steps should be taken to correct any action in accordance therewith.
- (5) Disciplinary Action - An employee whose periodic performance rating is unsatisfactory shall be subject to administrative disciplinary action under the Civil Service Rules.

8. Effectivity

This Administrative Order shall take effect immediately upon publication thereof after approval by the Commissioner of Civil Service.

AMADEO H. CRUZ, M.D., C.P.H.

Secretary of Health

Total Point Score

36-40 - 38-40
30-35 - 30-37
18-29 - 16-29
10-17 - 10-15

Adjective Rating

Outstanding
Very Satisfactory
Satisfactory
Unsatisfactory

No. of Times Tardy

0

1-6

7-18

19 or more

No. of Days Absent

0

1-5

6-15

16 or more

Point Score

2.0

1.5

1.0

0.5

Point Score

2.0

1.5

2.0

0.5

Rated By:

Signature of Rater

Position

Date

Reviewed By:

Signature of Higher
Supervisor

Position

Date

Signature of Chief of Division

Date

Discussed With:

Signature of Rater

Date

(Supervisors)

PERFORMANCE RATING SYSTEM

POINT SCORE KEY

1. Planning and Organizing
Skill

3

1

2

4

6. Initiative and Resource-
fulness

4

1

3

2

2. Delegation

7. Ability to Grasp and Carry
Instructions

No. of Times Tardy	<i>slouchy</i>	Point Score
0		2.0
1-6		1.5
7-18		1.0
19 or more		0.5

No. of Days Absent	Point Score
0	2.0
1-5	1.5
6-15	1.0
16 or more	0.5