

Planning Staff Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Statistical Estimation/Projection	100% MIS transactions wherein statistical estimates/projections/targets are calculated according to standards (accurate, unbiased and consistent) based on planned schedules and set deadlines as instructed	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Planning Staff
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Evaluation of Regional Offices based on Statistical Accomplishment vis-à-vis Performance Targets and submitted MIS Reports	All Regional Offices are evaluated according to standards based on planned schedules and set deadlines as instructed a. Statistical Accomplishment vs. Performance Targets b. Completeness, accuracy and timeliness in submission of MIS Reports	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Planning Staff
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Generation and Analysis of Statistical Reports	100% MIS Reports are prepared with an effective and accurate (accurate encoding, proofreading, reports generation and reliable verification) statistical reports/analysis	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Planning Staff
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		

	based on planned schedules and set deadlines as instructed	2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Monitoring of MIS Reports	All Regional/District Offices are monitored according to standards (completeness and timeliness of MIS Reports submission) and notified who have deficiencies via memorandum within 2 days	5	Always according to standards	100% meeting the success indicators	1 day before the deadline		Planning Staff
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Preparation of LTO Quarterly/Annual Accomplishment/Summary of Statistical/Status Reports	100% quarterly/annual accomplishment reports are prepared according to standards (well organized, accurate, concise, easy to understand, based on facts and grammatically correct) based on planned schedules and set deadlines as instructed	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Planning Staff
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Assistance/Address of Researcher's Need for Statistical Data and other Outputs of the Office	All researchers are assisted according to standards (courteous and responsive) within 2 minutes upon arrival	5	Always according to standards	100% meeting the success indicators	Upon arrival		Planning Staff
		4	N/A	90% to 99.99% meeting the success indicators	within 2 minutes upon arrival		
		3	N/A	80% to 89.99% meeting the success indicators	3-4 minutes delay		

		2	N/A	70% to 79.99% meeting the success indicators	5-6 minutes delay	
		1	Not according to standards	below 70% of the success indicators	6 minutes beyond delayed	