
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0008
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON PERFORMANCE EVALUATION		Section / Department HUMAN RESOURCE SECTION
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OBJECTIVES: To serve as reference for all personnel actions; reference also in granting of performance-based salary step increment as provided for by CSC-DBM Joint Circular No. 1 series of 1990.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.

RESPONSIBILITIES:

- I. It shall be the responsibility of all employees to rate/evaluate one's self which shall be agreed jointly with the immediate head.
- II. It shall be the responsibility of each Section/Division to rate/evaluate their staff, rating of which shall be agreeable to the Rater and the Ratee.
- III. It shall be the responsibility of each Division to submit accomplished the Individual Performance Commitment Review (IPCR) to the Hospital Director.

POLICY: This policy shall when implemented shall ensure an objective basis for any personnel action.

PROCEDURE:

- I. Individual Performance Commitment Review (IPCR) are available in this office.
- II. All personnel must submit to this office a copy of their Individual Performance Commitment Review (IPCR).
- III. This office shall submit the accomplished document to the Hospital Director for the final approval and for submission to the HRMO City Hall.
- IV. Individual Performance Commitment Review (IPCR) of Regular and Non-Itemized personnel duly approved by the Hospital Director shall be forwarded to the Office of the City Mayor together with the
- V. Letter of recommendation in preparation for the renewal of appointments.

Dates of submission:

None Itemized:

May – October / November - April

Regular: January – June / July- December

Date of Implementation:

This policy was implemented in 2003 up to present.

Date of Review:

2021, 2022