

NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

SYSTEM OF RANKING STAGE 2

DESCRIPTION OF THE CRITERIA AND PROCESS USED IN RATING THE PERFORMANCE AND RANKING OF THE EMPLOYEES

1. Brief Description of Process

Generally the Strategic Performance Management System (SPMS) is the basis for ranking performance of the employees under the Philippine civil service. The National Defense College of the Philippines (NDCP) adopts the Integrated Personnel Performance Management System or the IPPMS used by the Department of National Defense and all its bureaus.

The Performance Management Team (PMT) of the College will serve as the Committee who will evaluate the performance of NDCP personnel based on the following criteria:

- a. Individual Performance Commitment Review (IPCR)
- b. Critical Factors (attendance, tardiness, participation in all required College activities)

Division chiefs rating will be based on the total average rating of personnel under his/her division.

If there is a tie among the personnel's rating, critical factors will be considered to break the tie.

2. Division and personnel will be ranked as follows:

PARAMETERS	Best Performers	Better Performers	Good Performers
Office of the President (OP, ICTO, Registrar, PIO, Library and PSMO) - Average accomplishment based on two (2) IPCR rating period - Rank the rating - Consider other criteria	20% (for BEST Bureau/Office /Del units)	35% (for BEST Bureau/Office /Del units)	45% (for BEST Bureau/Office /Del units)
	15% (for BETTER Bureau/Office/Del unit)	30% (for BETTER Bureau/Office/Del unit)	55% (for BETTER Bureau/Office/Del unit)
	10% (for GOOD Bureau/Office/Del unit)	25% (for GOOD Bureau/Office/Del unit)	65% (for GOOD Bureau/Office/Del unit)


<p>Academic Affairs Division</p> <ul style="list-style-type: none"> - Average accomplishment based on two (2) IPCR rating period - Rank the rating - Consider other criteria 	<p style="text-align: center;">20% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">15% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">10% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">35% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">30% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">25% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">45% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">55% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">65% (for GOOD Bureau/Office/Del unit)</p>
<p>Research and Special Studies Division</p> <ul style="list-style-type: none"> - Average accomplishment based on two (2) IPCR rating period - Rank the rating - Consider other criteria 	<p style="text-align: center;">20% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">15% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">10% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">35% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">30% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">25% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">45% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">55% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">65% (for GOOD Bureau/Office/Del unit)</p>
<p>Financial and Management Division</p> <ul style="list-style-type: none"> - Average accomplishment based on two (2) IPCR rating period - Rank the rating - Consider other criteria 	<p style="text-align: center;">20% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">15% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">10% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">35% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">30% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">25% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">45% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">55% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">65% (for GOOD Bureau/Office/Del unit)</p>
<p>Administrative Division</p> <ul style="list-style-type: none"> - Average accomplishment based on two (2) IPCR rating period - Rank the rating - Consider other criteria 	<p style="text-align: center;">20% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">15% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">10% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">35% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">30% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">25% (for GOOD Bureau/Office/Del unit)</p>	<p style="text-align: center;">45% (for BEST Bureau/Office /Del units)</p> <p style="text-align: center;">55% (for BETTER Bureau/Office/Del unit)</p> <p style="text-align: center;">65% (for GOOD Bureau/Office/Del unit)</p>

3. COVERAGE

Employee who rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of the PBB.

An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered as follows:

LENGTH OF SERVICE	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%



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