

**RATING SCHEME AND SYSTEM OF RANKING  
OF DELIVERY UNITS & INDIVIDUALS**  
*(Excerpt from SPMS Manual and Relevant Office Orders)*

**Scope, Coverage and Rating Scheme (SPMS Manual, Section 3)**

To conform to the evaluation cycle under the Results-based Performance Management System, the rating period for the teaching units/personnel shall be the same with the non-teaching units/personnel which is from January to December of the year. (Office Order No. 8-2015)

**A. Rating Period**

The rating period for individual performance is semi-annually, January to June and July to December. (Office Order No. 14 – 2015)

**B. Rating Scheme**

Generally, the following rating scheme is used in rating office and individual performance.

Numerical Rating	Adjectival Rating	Description
5	Outstanding	Exceeded the target by at least 30%
4	Very Satisfactory	Exceeded the target by at least 15-29%
3	Satisfactory	Met the target of 100-114%
2	Unsatisfactory	Accomplished target by 51-99%
1	Poor	Accomplished target by 50% and below

A separate rating scheme appropriate for each, the academic and the non-academic personnel shall be provided for the purpose of this SPMS.

In cases where some targets are not measurable or that the given rating scale is inappropriate, the PMT, in the case of office performance, and the unit/department head, in the case of individual performance, shall determine or set internal rules/guidelines to measure performance or accomplishment of targets as well as standards in target-setting.

**C. Rating scale to be used for the overall rating of individual employee**

Numerical Rating	Adjectival Rating	Description
4.51 – 5.00	Best/Outstanding	Extraordinary level of achievement
3.51 – 4.50	Better/Very Satisfactory	Performance exceeded expectations
2.51 – 3.50	Good/Satisfactory	Performance met expectations
1.51 – 2.50	Fair/Unsatisfactory	Performance failed to meet expectations
1.00 – 1.50	Poor	Performance was consistency below expectations

**Ranking of Delivery Units and Individuals (SPMS Manual, Section 4)**

Delivery units and individuals are ranked accordingly based on issuances from the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

*(Excerpt from Inter-Agency Task Force Memorandum Circular No. 2015-1, Section 7)*

**1. Ranking of Delivery Units (Colleges/Service Departments/Offices)**

Delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

**2. Ranking of Officials and Employees of Delivery Units (Colleges/ Service Departments/ Offices)**

➤ **For the best bureau/office/delivery unit:**

<b>Ranking</b>	<b>Performance Category</b>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

➤ **For the better bureau/office/delivery unit:**

<b>Ranking</b>	<b>Performance Category</b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

➤ **For the best bureau/office/delivery unit:**

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer