

**AGENCY SYSTEM FOR RANKING DELIVERY UNITS
FY 2018**

i. Performance (50%)

The score for the performance will be based on the final rating of the Divisional Performance Commitment and Review (DPCR) for the Fiscal Year 2018.

SCALE		DEFINITION
Outstanding	5	DPCR Final Average Rating: 4.50- 5.00
Very Satisfactory	4	DPCR Final Average Rating: 3.50- 4.49
Satisfactory	3	DPCR Final Average Rating: 2.50- 3.49
Fair	2	DPCR Final Average Rating: 1.50- 2.49
Poor	1	DPCR Final Average Rating: 1.00- 1.49

ii. Innovation (40%)

In terms of innovation, since the concept of this category will vary depending on the deliverable of the division, four groupings will be used to categorize each division namely the Research and Development (R&D) Group, Testing Group, Technical Services Group, and Support Group.

R&D Group (MSD, FPD, PTD, CED, and EBD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Successfully introduced more than one new process/technology/product that was patented/published or has potential taker or garnered recognition from local/international award-giving bodies
Very Satisfactory	4	Introduced a least one new process/technology/product that was accepted for publication or has applied for IP or garnered recognition from local award-giving bodies
Satisfactory	3	Introduced new process/technology /product
Fair	2	Exhibits minimal initiative in terms of introducing innovation to improve process/technology /product
Poor	1	No initiative

Testing Group (NML and STD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Successfully developed new methods that had significant impact on the services rendered (e.g. excel programs for calculation of "Measurement of Uncertainty and Traceability.") that are internationally acceptable; Makes changes in the protocol to facilitate turnaround time; Create new systems that are internationally acceptable.
Very Satisfactory	4	Adopted new methods that had significant impact on the services rendered (e.g. excel programs for calculation of "Measurement of Uncertainty and Traceability.") that are locally acceptable; Create new systems that are locally acceptable
Satisfactory	3	Working towards national recognition/accreditation
Fair	2	Initiate innovation
Poor	1	Follow the methods as prescribed

Technical Services Group (TSD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Implement novel paradigms in extension activities
Very Satisfactory	4	Introduce new paradigms in extension activities
Satisfactory	3	Working towards the introduction of new mode of presentation of extension activities
Fair	2	Conceptualization of new mode of presentation of extension activities
Poor	1	Implement extension activities based on existing platforms

Support Group (ADM, FMD, PMISD, OD, ODD, Other Divisions- Office of the Chief)

SCALE		DEFINITION
Outstanding	5	Implement novel systems for office efficiency
Very Satisfactory	4	Introduce new systems for office efficiency
Satisfactory	3	Working towards the introduction of new systems for office efficiency
Fair	2	Conceptualization of new ideas for improvement
Poor	1	Implement existing systems

iii. Attendance/Punctuality (10%)

In determining the ranking of the division, the total of the attendance and punctuality of the employees will be evaluated based on the indicators below. Scores for the attendance and the punctuality will be summed up and will be divided into two to get the final score.

Criteria for Attendance/Punctuality

SCALE		DEFINITION	
		Attendance	Punctuality
Outstanding	5	Not more than 8 days absent	Not more than 6 times tardy
Very Satisfactory	4	9-12 days absent	7-12 times tardy
Satisfactory	3	13-16 days absent	13-20 times tardy
Poor	2	17-20 days absent	21-30 times tardy
Very Poor	1	More than 20 days absent	More than 30 times tardy

*Note: Eight (8) days refer to five (5) days forced leave and three (3) days filial leave

Approved by:



DR. ANNABELLE V. BRIONES

Chairperson, ITDI Performance Management Group

Officer-in-Charge, Office of the Director

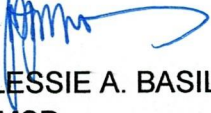
Conformed by:



DR. JANET F. QUIZON
Chief, FAD



ENGR. NORBERTO G. AMBAGAN
Chief, FPD



DR. BLESSIE A. BASILIA
Chief, MSD



DR. ROSALINDA C. TORRES
Chief, STD



DR. EMELDA A. ONGO
OIC, CED



ENGR. REYNALDO L. ESGUERRA
Chief, EBD



NELIA ELISA C. FLORENDO
Chief, TSD



AURORA V. KIMURA
Chief, NMD



DR. ZORAYDA V. ANG
OIC, FMISD



DAISY E. TAÑAFRANCA
Chief, PTD