PERFORMANCE BASED BONUS
CRITERIA IN RANKING THE EMPLOYEES

i. Innovation (35%)

In terms of innovation, since the concept of this category will vary depending on the service unit of an employee, four groupings will be used to categorize each employee namely the R&D Group, the Testing Group, the Technical Services Group, and the 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

ii. Work Attitude (30%)

This includes commitment to work, behaviour, and leadership. The score for all the factors will be summed up and will be divided into three. Employees will be ranked using the following:

SCALE		DEFINITION		
		Commitment to Work	Behaviour	Leadership
Outstanding	5	Can do more in less time with extraordinary output	Effectively influence others to adjust to changing situation or difficult environment	Ability to create a vision, set direction, conceptualize and execute programs/projects/tasks, motivate and inspire staff to achieve targets in less time and resources
Very Satisfactory	4	Can do more in a less time while maintaining quality of output	Shows cooperation and teamwork and creates opportunities for self and others to improve working relationships and work outcomes	Ability to set goals, conceptualize and execute programs and projects to achieve targets in less time
Satisfactory	3	Completes a task within a given time to achieve desired outcome.	Works cooperatively with others to enhance quality of work	Ability to set goals, conceptualize and execute programs and projects to achieve targets at the prescribed time frame
Fair	2	Achieves desired outcome but beyond given time	Has difficulty collaborating with others and often prefers to work independently	Ability to set goals, conceptualize and execute programs and projects with some delays
Poor	1	Has difficulty in complying with a task even beyond given time	Not a team player and often disrupts team process, jeopardizing progress toward common goals	No leadership capability

* Please see attached evaluation sheet.

iii. Performance (20%)

The score for the performance/accomplishment will be based on the final rating of the employee's Individual Performance Commitment and Review (IPCR) for the Fiscal Year 2014.

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

iv. Attendance/Punctuality (15%)

In determining the ranking of an employee, his/her attendance/punctuality should also be evaluated. Scores for the attendance and the punctuality will be summed up and will be divided into two to get the final score. Please refer to the following criteria:

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
Fair	2	17-20 days absent	21-30 times tardy
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

Endorsed by:

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Approved by:

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Director, ITDI

EVALUATION SHEET FOR RANK AND FILE EMPLOYEES

Please indicate the number corresponding to the level of your assessment based on the following scale:

- 5- Outstanding
- 4- Very Satisfactory
- 3- Satisfactory
- 2- Fair
- 1- Poor

NO.	EMPLOYEE NAME	COMMITMENT TO WORK	BEHAVIOR	LEADERSHIP	TOTAL

TOTAL= $\dfrac{CW+B+L}{3}$

CW: Commitment to Work

B: Behavior

L: Leadership