

OFFICE OF THE SB SECRETARY

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR, HELD AT THE MUNICIPAL SESSION HALL ON MARCH 31, 1997.

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PRESENT:

Hon. Edgardo G. Jamero,	Vice Mayor, Presiding Officer
Hon. Nacianceno Pacalioga,	SB Member
Hon. Zacarias Tangalin,	-do-
Hon. Eddie Bueno,	-do-
Hon. Edman Ambil,	-do-
Hon. Wellie Geographia,	-do-
Hon. Inocencio Faunillan,	-do-
Hon. Jovencio Bono,	-do-
Hon. Allan Anggacs,	-do-

ABSENT:

Hon. Libertine Retes,	-do-
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ORDINANCE NO. 2, S. 1997

"AN ORDINANCE ESTABLISHING AND ADOPTING A PERFORMANCE EVALUATION SYSTEM FOR LOCAL GOVERNMENT UNIT AND PROVIDING PROCEDURES AND MECHANICS THEREOF." (TOTO GEOGRAPHIA)

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR IN SESSION ASSEMBLED, THAT :

ARTICLE I

TITLE, OBJECTIVES, AND COVERAGE

SECTION 1. TITLE - This Ordinance shall be known and cited as the "LGU PERFORMANCE EVALUATION SYSTEM ORDINANCE OF 1997."

SECTION 2. OBJECTIVES - This Ordinance has a enumerated objectives, to wit :

- (1) To serve as reference in performance planning and review;
- (2) To promote the most effective use of manpower in the Local Government (LGU) so that each employee may make his/her optimum contribution in the delivery of basic services;
- (3) To serve as the basis for all personnel actions such as promotion, transfer, reassignment, demotion, and separation; and
- (4) To serve as reference in the grant of performance-based salary step increment as provided for by Civil Service Commission - Department of Budget and Management (CSC-BDM) Joint Circular No. 1, S. 1990; and for other incentives and rewards that may be provided by the LGU.

SECTION 3. COVERAGE - This Performance Evaluation System (PES) Ordinance shall, be applied to or be used by, all career employees of the LGU or municipal government. Non-career employees may also be rated using the PES for purpose of receiving incentives and rewards.

ARTICLE II

BASIC POLICIES

SECTION 1. POLICIES - It is hereby declared by this Ordinance that the basic policies of the PES shall be the following :

- (1) The Performance Evaluation system shall be part of the Human Resources and Development (HRD) program of the LGU. It should particularly be tied-up with the incentive and rewards system;
- (2) The Performance evaluation process shall observe the following sub-processes;
 - a. Planning session at the start of the calendar year, during which targets or expected outputs shall be set. These targets shall start at the highest organizational level translated into the unit level, then finally at the individual position level;
 - b. The targets set including their corresponding performance standards should be discussed and agreed upon between superior and subordinate;
 - c. Mid-year plans/project review sessions to assess periodic accomplishments/outputs shall be observed; and
 - d. The performance evaluation procedure shall provide for a highly interactive performance discussion and feedback mechanism to foster better working relationship between supervisor and subordinate.
- (3) Behavioral factors which include various performance dimension shall be job-related and shall be measured against all given performance outputs.
- (4) Employees shall be given appropriate recognition for their performance and contribution to the overall effectiveness and efficiency of the LGU.
- (5) In matters of promotion the following consideration shall be taken :
 - a. Employee who are on authorized leave for three (3) months or more shall use the performance ratings prior to their leave.
 - b. Employees who have not been on leave shall be given priority to be considered for promotion, provided, however, that such employees have the same promotional qualifications.
 - c. Priority in promotion shall be given to employees who are performing functions prescribed or above those prescribed by their positions. The performance of functions below those which are prescribed by the position shall be discouraged.

ARTICLE III

PROCEDURES AND MECHANICS OF EVALUATION

SECTION 1. MAJOR STEPS IN EVALUATION PROCESS - There are hereby steps in the process of evaluation, as follows :

- (1) The employee evaluates his/her own work performance and behavioral using the standards set for specific work outputs and behavioral factors affecting performance. This evaluation shall be based on the information contained in the division/office logbook, attendance records, production/accomplishment reports and other relevant documents.
- (2) The rater evaluates the employee privately utilizing the same information used by the rates for self evaluation.
- (3) The rater informs the employee of the schedule for performance discussion session.
- (4) The supervisor and employee shall meet to discuss and agree on the rating and develop plans for work improvement.
- (5) The rater and employee shall complete the job Accomplishment Form and accomplish the Performance Evaluation Report Form.
- (6) The fully accomplished forms are submitted to the appointing authority or to the authorized official for review.
- (7) If the appointing authority agrees with the employee's rating, he signs the Report Form and the original copies of the forms are sent to the Personnel Office.

the employee and rater and discuss the change in the rating with them. The revised rating shall be initiated by the employee, rater and reviewer.

- (9) The original copy of the final rating shall be sent to the Personnel Office, copy furnished the employee and rater.
- (10) If the employee disagree with the final rating of his performance, the employee concerned shall also sign the report and/or initial the changes. He/She may then appeal his rating in accordance with the rules and procedures as provided for in this Ordinance.

SECTION 2. EVALUATION AND RATING OF NON-SUPERVISORY EMPLOYEES - There are hereby instructions in accomplishing the Rating Forms:

(1) FORM 1 - THE JOB ACCOMPLISHMENT FORM (JAF)

- a. The JAF shall contain the statements of the major duties and responsibilities of the employee based on the agreement made with his supervisor/head - rater before or right at the start of the rating period.
- b. Only duties or tasks over which the employee has complete control shall be listed in the form.
- c. Each employee shall have at least two (2) major duties/tasks or a maximum of seven (7).
- d. Any changes to be made in the duties must be known to both the employee and rater, initialed and dated. However, no changes shall be made two (2) months before the end of the rating period.
- e. The performance standards for each major duty/tasks shall be written in the form, expressed in terms of quality, quantity, and timeliness at the start of the rating period.
- f. Not all duties listed in the form may have all of the measures/standards. Some may have quantity and timeliness only, if quality is not applicable. Some may have quality and timeliness only, if quantity is not applicable.
- g. The ratee shall be given specific score for each specified duty, task on at least two (2) categories of standards.

(2) MECHANICS OF RATING

a. Assigning of Scores to Job Accomplishments

1. The highest numerical score that may be assigned to the accomplishment of a task is ten (10). This means that the work outputs have exceeded the standards of quantity and timeliness by fifty percent (50%).
2. If the employee meets his/her standards for quantity and timeliness by 100%, the employee concerned shall be given a score of six (6) for each major duty.
3. Standards of quality which are high task standards shall be assigned a score of eight (8) who met 100%.

b. Computation of Rating for Job Accomplishments - Section II - A of the Performance Evaluation Report Form (Form 2) shall contain the statements of major duties taken from the Job Accomplishments Form. Opposite each duty is the average score computed from the specific scores given on the standards of Q or TI

1. The average score is computed by adding the individual scores assigned under Q or T and dividing the sum by the number of standards used. Enter the average score for each duty in the appropriate box.

2. Add all the average scores and divide the sum by the total number of listed duties to get the general average.

5. Multiply the general average by .60 to obtain the rating for job accomplishments.

c. Rating of Employee's Behavior - To rate the behavior of an employee, as follows:

1. The graphic scale presents seven (7) behavioral factors affecting the performance of every employee. For each factor there are five (5) levels of performance or anchors which range from Outstanding ten (10) to Poor (2).
2. For each of the seven (7) factors, choose a level of performance that gives the most accurate description of the employee's behavior.
3. Enter the corresponding score of the performance level of each factor in the proper box.
4. Multiply each score by the specified weight indicated in Section II -B of the Performance Evaluation Report Form, to get the weight score for each factor. Write each weight score in the appropriate box.
5. Add all the weight scores then write the sum in the proper box.
6. Transfer this total score to the box for equivalent rating.

SECTION 3. EVALUATION AND RATING OF SUPERVISORY EMPLOYEES/OFFICE HEADS OR CHIEFS - The work performance of supervisors/office heads or chiefs shall be evaluated on the basis of their commitment to accomplish certain jobs (program/projects/targets) as stipulated in the performance contract. The weight of job accomplishments is sixty percent (60%). These officers shall also be rated on ten (10) behavioral factors with a total weight of forty percent (40%).

- (1) **CONTRACT OF PERFORMANCE** - The commitments of the supervisors/office heads or chiefs to accomplish specific goals, programs and project for a particular rating period shall be recorded in the contract of performance. This document shall be prepared, disseminated, signed and submitted to the Personnel Officer/Office not later than January 15 for the first semester and July 15 for the second semester.
- (2) **PROGRESS/ACCOMPLISHMENT REPORT** - To objectively evaluate accomplishments and enable the local executives to check the progress of programs and projects, supervisors/office heads or chiefs shall submit a Monthly Progress/ Accomplishment Report. The report shall contain specific accomplishments and/or progress of programs and projects being implemented by the officers concerned.
- (3) **RATING OF JOB ACCOMPLISHMENTS** - Form 2-a of the Performance Evaluation Report Form for Supervisors/Office Heads or Chiefs shall contain statements of goals, programs and projects taken from the contract of performance. The performance of the officer being rated shall be appraised by the Municipal Mayor using as basis the contract of performance, monthly accomplishment reports, records of production and services, and other relevant document that show the officer's achievements during the rating period. The rater shall focus on the positive instructive result achieved by the officer and actual accomplishment of goals and targets specified in the contract of performance. The highest numerical rating is ten (10) and the lowest is two (2). To get the general average, add all the average scores and divide the sum by the number of listed commitments, multiply the general average by .60 to get the equivalent rating for job accomplishments. Enter this rating in the appropriate box.
- (4) **RATING THE OFFICER'S BEHAVIOR** - The supervisor/ office head or chief shall be given a score for each of the ten (10) behavioral factors graphically presented in the graphic scale. A score is equivalent to a level of performance which accurately describes his/her behavior. To get weight score for each factor, multiply the obtained raw score by the specified weight expressed in term of percentage in Section - 1 B Form 2-a. The sum of all the weight score is the equivalent rating for behavioral factors.

SECTION 4. DETERMINATION OF THE OVERALL RATING - The overall rating can be determined only after both the Job Accomplishment Form and Performance Evaluation Report Form are fully accomplished. Add the equivalent rating for a Job accomplishment and the rating for the behavioral factors. The resulting sum is the overall rating of the employee. To find the equivalent adjective rating of the obtained overall rating, the following rating scale shall be used:

<u>(1) Overall Rating</u>	<u>Adjective Rating</u>
a. 9.4 - 10.00	Outstanding
b. 7.6 - 9.3	Very Satisfactory
c. 4.6 - 7.5	Satisfactory
d. 2.8 - 4.5	Unsatisfactory
e. 2.0 - 2.7	Poor

(2) DEFINITION OF ADJECTIVAL RATING - For purpose of this Ordinance, the following adjectival rating are defined as follows:

- a. **Outstanding** - An employee shall be given the rating when he exceeds his target by at least fifty percent (50%). It represents an extraordinary level of achievement and commitment in terms of quality and time, technical, skill and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional Job mastery in all major areas of responsibility. his/her achievement and contributions to the organization are of marked excellence which even his peers recognized through a forced comparison/distribution method established by the agency concerned.
- b. **Very Satisfactory** - An employee shall be given this rating when he/she exceeds the expected output/performance of at least twenty five percent (25%) but falls short of what is considered an outstanding performance. In addition, his competence and contributions shall be recognized by his/her peers also through a forced comparison/distribution method based on the criteria established by the agency concerned. Those screened out in the forced comparison/distribution for outstanding performance shall be included in the category.
- c. **Satisfactory** - An employee shall be given this rating when he/she meets one hundred percent (100%) of the standards or ordinary requirements of the duties of the position. Those screened out in the forced comparison/distribution method for every Satisfactory performance shall be included in this category.
- d. **Unsatisfactory** - An employee shall be given this rating when his/her performance is fifty one percent (51%) to ninety nine percent (99%) of the minimum requirement but could stand improvement. It is expected that the next rating period, the employee, under close supervision, will either improve his/her performance for which he/she shall be given at least a satisfactory rating, or if not, he/she get another Unsatisfactory rating. Two (2) successive Unsatisfactory rating shall be a ground for separation from the service.
- e. **Poor** - An employee shall be given this rating when he/she fails to meet performance requirements or meets fifty percent (50%) or below of the minimum requirements and there is no evidence to show that

he can improve his performance. A rating of Poor shall be a ground for separation from the service.

- f. Only employees with Outstanding and Very Satisfactory performance rating shall be considered for promotion.

SECTION 5. PERFORMANCE DISCUSSION - (1) The discussion of performance has four (4) main purposes; to wit :

- a. To clarify Job requirements and performance expectations.
- b. To foster proper coordination in carrying out Job activities, programs and projects.
- c. To improve communication between supervisor and employees.
- d. To enhance commitment to meeting work standards and Job goals.

(2) The discussion of performance as a process involves three (3) phases which each phase is briefly described to help supervisors and employees go through the process with ease and confidence, as follows :

- a. Performance Planning - It is during this phase that supervisors and employees define the Job, agree on duties and responsibilities attached to the job and established performance standards on which specific work outputs and behaviors shall be measured .
- b. Progress Review - The discussion of performance which centers on progress review involves the following steps :
 - 1. Subordinate reviews the progress of all jobs assigned to him/her.
 - 2. The supervisor reinforces progress of subordinate on Job goal being met by recognizing employee's effort toward the achievement of job goals and praising him for specific achievement.
 - 3. Supervisor and subordinate discuss goals and standards not being met and identify causes.
 - 4. They identify and agree on appropriate action to overcome causes of difficulties.
 - 5. They negotiate goals and standards where necessary.
- c. Performance Appraisal and Counselling - This phase of performance discussion involves the evaluation of performance for the whole rating period, negotiating on the performance rating which shall be recorded in the appropriate form and counseling of employees to improve performance.

(3) To ensure the success of the discussion the specific roles that subordinate must play, as follows :

- a. Summarize his/her achievements for the rating period and/or failures.
- b. Explain the rating he/she thinks he/she deserves.
- c. Offer suggestions for improving his/her performance.
- d. Offer suggestions on the ways his/hersupervisors can help him/her to be more effective and productive.

(4) To ensure the success of the discussion the specific roles that supervisor must play, as follows :

- a. Make the employee feel at ease during the discussion to enable him to do his role smoothly.
- b. Inform the employee/subordinate whether or not he/she is meeting job expectations.
- c. Summarize employee's performance for the rating period.
- d. discuss the rating he/she thinks the employee deserves.
- e. Give proper degree of praise and constructive criticism.
- f. Listen to the employee's concern.
- g. Provide encouragement and motivation.
- h. Counsel on improvement areas.
- i. Secure employee's acknowledgement of the employee's rating.

(5) There are nine (9) major steps in appraisal discussion with individual employees, to wit :

- a. Establish rapport. Small talk.
- b. Get employee's view of his/her performance.
- c. Present your own view emphasizing and development areas.
- d. Get reaction from subordinate.
- e. Discuss areas of agreement and disagreement.
- f. Resolve the differences.
- g. Summarize and conclude.
- h. Write down agreement: rating, strengths and development areas, plan for improvement.
- i. Acknowledgement agreements by signing the report form.

ARTICLE IV

MECHANISM OF APPEAL

SECTION 1. GRIEVANCE COMMITTEE - There shall be created or established a Grievance Committee of the Local Government Unit, composed of four (4) members and one (1) chairman, to be appointed by the Municipal Mayor. One of the members shall be a representatives from the rank and file.

SECTION 2. PERFORMANCE RATING APPELLATE BOARD - The absence of a grievances machinery, a Performance Rating Appellate Board (PRAB) is hereby created which shall consist of two (2) members and ones(1) chairman, to be designated by the Municipal Mayor. One of the Members shall be a representative from the rank and file. The Board shall be fairly bear and study an appeal. Within fifteen (15) days after the filing of such an appeal, the Board shall hear prepare on official transcription of the proceeding and render a written decision either sustaining or modifying the rating which has been appealed. The decision of the Board shall then be forwarded to the Municipal Mayor for review and signature be provided to the employee and Personnel Office.

SECTION 3. APPEAL - An employee who expresses dissatisfaction with the rating given to him/ her may appeal to the Grievance Committee within the rating fifteen (15) days from receipt of this copy Performance Appraisal Report. In the absence of the Grievance Machinery, only those employees who have receive an overall rating equivalent to Poor, Unsatisfactory, Satisfactory and Very Satisfactory shall have the right of appeal of the Performance Rating Appellate Board. Within fifteen (15) days from receipt of an official copy of an employee's rating, may file an appeal in writting specifying what his/her peeformance should be, the reasons therefore, and supporting documents.

ARTICLE V

ENFORCEMENT AND SAGINTIONS

SECTION 1. ENFORCEMENT OFFICE - The Office of the Municipal Mayor through the Personnel Office is hereby mandated to strictly enforce this Ordinance.

SECTION 2 - SACNTIONS - Administrative action may be filed againts an employee using the Performance Evaluation System to give undue advantage or disadvantage to the employee they rate. filing complaints and imposing sacntion shall be in accordance with Civil Service Commission (CSC) Memorandum Circular (C) No. 30, 3. 1989, CSC MC No. 32, S. 1989, and the Omnibus Rules Implementing Executive Order No. 292 which took effect in February 14, 1992.

ARTICLE VI

SEPARABILITY AND EFFECTIVITY CLAUSE

SECTION 1. SEPARABILITY CLAUSE - If, for any reason or reasons, any part or provision of this Ordinance which shall be held to be unconstitutional or invalid, the others parts or provisions hereof not affected thereby shall continue to be in full force and effect.

SECTION 2. EFFECTIVITY CLAUSE - This Ordinance shall take effect immediately upon its approval.

ENACTED this _____ day of _____, 1997 by the Sangguniang Bayan of Puringag, Zamboanga del Sur its _____ regular session held at the session Hall.

ATTESTED :

A. R. ESTILLORE
SB SECRETARY

CERTIFIED CORRECT :

EDGARDO G. JAMERO
Vice Mayor

APPROVED :

4/10

1997

DOMICIANO E. REAL
Municipal Mayor