

PERFORMANCE RATING AND RANKING SYSTEM

Ref: DND Department Circular No. 01 dtd. 31 Jan 2013

Performance Rating

■ Rating Scale:

Rating		Description
Numerical	Adjectival	
5	Outstanding	<ul style="list-style-type: none">• Performance exceeding targets by 30% and above of the planned targets• Performance represents extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.• Employee achievement and contributions to the organization are of marked excellence.

Performance Rating

Rating		Description
Numerical	Adjectival	
4	Very Satisfactory	<ul style="list-style-type: none">• Performance exceeding targets by 15% to 29% of the planned targets• Performance exceed expectations. All goals and targets were achieved above the established standards.
3	Satisfactory	<ul style="list-style-type: none">• Performance targets accomplished to 114% of the planned targets• Performance met expectations in terms of quality of work, efficiency, and timeliness. The most critical annual goals were met.

Performance Rating

Rating		Description
Numerical	Adjectival	
2	Unsatisfactory	<ul style="list-style-type: none">• Performance of 51% to 99% of the planned targets• Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	<ul style="list-style-type: none">• Performance failing to meet planned targets by 50% or below• Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made.

Performance Rating

- Rating System:
 - Bureau/Office/Individual Rating:

CSC-Prescribed Performance Standards	Overall Performance Rating	Equivalent Adjectival Rating
130% and above	4.21 – 5.00	Outstanding
115% - 129%	3.41 – 4.20	Very Satisfactory
100% - 114%	2.61 – 3.40	Satisfactory
51% - 99%	1.51 – 2.60	Unsatisfactory
50% and below	1.00 – 1.50	Poor

Performance Ranking

Ranking		Adjectival Rating	Individual Performance Rating
Best and Better Bureau	Good Bureau		
Top 15%	Top 10%	Outstanding	Best Performer
Next 30%	Next 25%	Very Satisfactory - Satisfactory	Better Performer
Next 55%	Next 65%	Satisfactory	Good Performer