

I. Rating Period

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is no longer than one (1) calendar year.

Various rating scales may be used for specific sets of measures. However, in general, there shall be a UNESCO NatCom-SPMS rating scheme, 5 being the highest and 2, the lowest, as shown below.

UNESCO NatCom-SPMS RATING SCALE

Rating		Description
Numeral	Adjectival	
4.75 - 5.00	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4.0 - 4.74	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3.0 - 3.99	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2.0 - 2.99	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
0.00 - 1.99	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

II. Uses of Performance Ratings

- a. Security of tenure of those holding permanent appointments is not absolute but is based on performance

Employees who obtained **Unsatisfactory** rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the Head of Division and supervisor approved by the UNESCO NatCom Executive Director, in coordination with the HRM Office/Personnel Office, to address competency- related performance gaps .

If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory ratings in the immediately succeeding rating period or Poor rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the Head of Office at least 3 months before the end of the rating period is, however, required.

- b. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Head of Agency.
- c. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.

- d. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.

For purposes of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.

- e. UNESCO NatCom employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished this (NatCom) office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either in the mother (plantilla) office or present office, where the employees have spent majority of their time during the rating period.

Part III

Miscellaneous Provisions

I. **Technical Assistance to Agencies.** Heads of Agencies may request financial assistance from the CSC Regional/Field Office concerned on the development, implementation or refinement of their Agency SPMS

II. Sanctions

Unless justified and accepted by the PMT, non-submission of the OPCR form to the PMT, and the IPCR form to the HRM Office/Personnel Office within the specified dates shall be ground for:

- a. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.
- c. Failure on the part of the Head of Division to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.

III. Appeals

- a. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.
- b. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Division. A division/unit or individual employee, however, shall not be allowed to protest the performance ratings of other division/unit or co- employees. Ratings obtained by other division/unit or employees can only be used as basis or reference for comparison in appealing one's office or individual performance rating.
- c. The PMT shall decide on the appeals within one month from receipt of Appeals. The decision of the PMT may be appealed to the UNESCO NatCom Executive Director.

- d. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC within 15 days from receipt of the order or notice of separation.

Rating System

- A. Performance of or in each PPA, as well as overall performance, is rated using the following give-point scale:

Rating		Description
Numeral	Adjectival	
4.75 - 5.00	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4.00 - 4.74	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
3.00 - 3.99	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2.00 - 2.99	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
0.00 - 1.99	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

- B. PPA rating computation: Get the average of the ratings for Quality (Q), Timeliness (T), and Cost-effectiveness (CE)

$$\text{Average of Rating for Q, T, and CE} = \text{PPA rating}$$

- C. Overall rating computation: Divide the sum of PPA ratings earned by the number of PPAs.

$$\frac{\text{Sum of PPA ratings}}{\text{Number of PPAs}} = \text{Overall Rating}$$