

PRIVATIZATION AND MANAGEMENT OFFICE

Criteria and Process Used in Rating the Performance and Ranking of the Employees

1. First, the employees were ranked according to the ratings/grades indicated in their Performance Evaluation Reports (PER) for the particular year as rated by their supervisors and confirmed by next higher supervisors.
2. Second, all supervisors/division heads were requested to forced rank their respective staff to ascertain who will emerge as top performer within each division/office.

A forced ranking was done as majority of the ratings were Very Satisfactory (VS), hence majority employees will fall as Better Performers.

3. Then, an overall ranking was presented to the Head of the Agency for confirmation/approval and final ranking. Results from (1) and (2) were taken into consideration for the final ranking.