

**SYSTEM OF RANKING OPAPP UNITS**  
**Guidelines on the Computation Ratings**

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**A. TOTAL UNIT RATING**

The computation for OPAPP Department Rating is composed of three (3) components:

- (1) Actual Unit Accomplishment;
- (2) Organizational Rating, and;
- (3) Rating of the Executives.

Of the aggregate Unit Rating, Actual Accomplishment and Organizational Rating make up 70% and the Rating of Executives makes up the remaining 30%.

**1. Computing for the Actual Accomplishments of OPAPP Units.**

Actual Unit Accomplishment is based on the unit targets set for the Fiscal Year (FY) versus the unit's actual activities for the said year. Each of the units' activities is graded using the Level of Performance scoring adapted from the CSC. These are then given percentage weights for each activity. Scoring is done through a self-assessment basis for all of the units.

**2. Computing for the Organizational Rating.**

The Organizational Rating is based on the OPAPP targets (Presidential Priority Programs and Projects) versus the agency's actual accomplishment for the applicable year. Each Peace Process Table (MILF, MNLF, CNN, CPLA and RPA) program / accomplishment is graded using the level of performance scoring adapted from CSC. Likewise, a percentage weight is given to the level of significance for each of the Peace tables/ program. These two values (are decided upon by the Executive Committee and Performance Management Team.

**3. Computing for the Executive Committee's Rating.**

The Executive offices have been covered to utilize and submit its Office Performance Commitment and Review Forms (OPCR) and review the operational efficiency of its respective clusters/programs based on the OPAPP targets set and actual unit /department accomplishments under each cluster. The rating of the OPCR will be the rating of the OPAPP Executive using the same level of performance scoring.

RATING SCALE		DESCRIPTION
5	Outstanding	Performance exceeded expectations by <b>30% and above</b> of the planned targets. Performance demonstrated was <b>exceptional</b> in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target.

4	Very Satisfactory	Performance exceeded expectations by <b>15% to 29%</b> of the planned targets.
3	Satisfactory	Performance met <b>90% to 114%</b> of the planned targets. However, if it involves deadlines required by law, it should be 100% of the planned targets.
2	Unsatisfactory	Performance only met <b>51% to 89%</b> of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets.
1	Poor	Performance failed to deliver most of the targets by <b>50% and below.</b>

The prescribed SPMS by Civil Service Commission in determining the dimensions on which performance or accomplishments that are to be rated.

## **B. RATING SCALE**

The Rating Scale involves two sub-steps:

1. Determining the dimensions on which performance or accomplishments are to be rated. The three (3) dimensions of performance or accomplishments are Quality, Efficiency and Timeliness.
  - **Quality or Effectiveness means** getting the right things done. It refers to the degree to which objectives are achieved as intended and the extent to which issues are addressed with a certain degree of excellence. Quality or effective performance involves the following elements:
    - (1) Acceptability
    - (2) Meeting standards
    - (3) Client satisfaction with services rendered;
    - (4) Accuracy
  - **Efficiency** is the extent to which targets are accomplished using the minimum amount of time or resources. Efficient performance applies to continuing tasks or frontline services. It involves the following elements:
    - (1) Standard response time
    - (2) Number of requests/applications acted upon over number of requests/applications received
    - (3) Optimum use of resources (e.g., money, logistics, and office supplies)
  - **Timeliness** measures if the targeted deliverable was done within the scheduled or expected timeframe. Timely performance involves meeting deadlines as set in the work plan.
2. Operationalizing the numerical and adjectival ratings. Please see the rating scale below.