



Bureau of Corrections

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BUC-STO-PR-009

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0

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01/05/2018

PERFORMANCE REVIEW AND EVALUATION PROCEDURE

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	<i>Nora Corazon T. Padiernos</i> Nora Corazon T. Padiernos

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1. PURPOSE

To assess the accomplishments and to ensure that the objectives and goals of the organization are met.

2. SCOPE

This section covers BuCor's procedure in the Performance Review and Evaluation.


3. DEFINITION OF TERMS

Performance	<ul style="list-style-type: none"> The action or process of carrying out or accomplishing an action, task, or function
Review	<ul style="list-style-type: none"> A formal assessment or examination of something with the possibility or intention of instituting change if necessary.
Assessment	<ul style="list-style-type: none"> A planned structured determination of a learner's competence against identified standards.
SPMS	<ul style="list-style-type: none"> Strategic Performance Management System
PMT	<ul style="list-style-type: none"> Performance Management Team
OPCR	<ul style="list-style-type: none"> Office Performance Commitment Review
IPCR	<ul style="list-style-type: none"> Individual Performance Commitment Review
IDP	<ul style="list-style-type: none"> Individual Development Plan

4. RESPONSIBILITIES

The following are responsible for the Performance Review and Evaluation

1. BuCor PMT
2. OPPFs Regional PMT

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6. GUIDELINES:

6.1 Performance Management Team (PMT). A PMT shall be established preferably with the following composition:


- 6.1.1 Executive official designated by the Head of Agency as Chairperson
- 6.1.2 Highest Human Resource Management Officer or the career service employee directly responsible for human resource management
- 6.1.3 Highest Human Resource Development Officer or the career service employee directly responsible for personnel training and development
- 6.1.4 Highest Planning Officer or the career service employee directly responsible for organizational planning
- 6.1.5 Highest Finance Officer or the career service employee directly responsible for financial management.
- 6.1.6 President of the accredited employee association in the agency or the authorized alternate representative. In offices where there are no accredited or recognized employee associations/unions, the rank and file representative shall be chosen through a general election or assembly.

At the regional level, the PMT shall, whenever applicable, be composed of the following:


- 1) Executive official designated by the Regional Head as Chairperson
- 2) Highest officer in charge of human resource management
- 3) Highest officer in charge of financial management
- 4) Highest officer in charge of organizational planning
- 5) Representative of the rank and file employee

6.2 The PMT shall have the following functions and responsibilities:

- 6.2.1 Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
- 6.2.2 Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of offices/units is rationalized.

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- 6.2.3 Recommends approval of the office performance commitment and rating to the BuCor Director.
- 6.2.4 Acts as appeals body and final arbiter for performance management issues of the agency.
- 6.2.5 Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
- 6.2.6 Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

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7. REFERENCE FORMS


7.1. Office Performance Commitment and Review (OPCR)

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)																																																										
I, _____, Head of the _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June</u> , _____.																																																										
_____ Head of _____ e Date: _____																																																										
Approved by								Date																																																		
_____ Director																																																										
FUNCTIONS/ ACTIVITIES	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Unit/ Individuals Accountable	Actual Accomplishments	Rating				Remarks																																																	
					Q ¹	E ²	T ³	A ⁴																																																		
STRATEGIC PRIORITY																																																										
CORE FUNCTION																																																										
SUPPORT FUNCTIONS																																																										
Average Rating <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Category</th> <th style="width: 25%;">Function</th> <th style="width: 25%;">Activity</th> <th colspan="4" style="width: 20%;">Rating</th> </tr> </thead> <tbody> <tr> <td>Strategic Priority</td> <td>Custody and rehabilitation of national prisoners</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Core Functions</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Support Functions</td> <td>General administration and support services</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Overall Rating</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Final Average Rating</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Adjectival Rating</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Category	Function	Activity	Rating				Strategic Priority	Custody and rehabilitation of national prisoners						Core Functions							Support Functions	General administration and support services						Total Overall Rating							Final Average Rating							Adjectival Rating						
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Planning Office			PMT			Head of Agency																																																				
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7.2. Individual Performance Commitment and Review (IPCR)

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)							
I, _____, of the _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>January</u> to <u>June</u> , 20___.							
						Ratee	
Date: _____							
Reviewed by	Date	Approved by	Date				
Immediate Supervisor		Head of Office					
Activity/Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Final Average Rating							
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
		I certify that I discussed my assessment of the performance with the employee. Head of Division					
Employee							
Legend: 1- Quality 2- Efficiency 3 - Timeliness 4 - Average							

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7.3. Performance Monitoring and Coaching Journal


	1 st	Q UARTER
	2 nd	
	3 rd	
	4 th	

Name of Office : _____
 Name of Director/Division Chief: _____
 Number of Personnel in the Office: _____

ACTIVITY	MECHANISM/S				REMARKS
	Meeting		Memo	Others (Pls. Specify)	
Monitoring					
Coaching					

Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by: Immediate Superior	Date:	Noted by: Head of Office	Date:
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7.4. Individual Development Plan (IDP)

1. Name (Last, First, MI)		6. Two-Year Period		
2. Current Position		7. Division		
3. Salary Grade		8. Office		
4. Years in the Position		9. No further development is desired or required for this year/s (Please check the box here.)		
		<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Both years
5. Years in the BuCoR		10. Supervisor's Name (Last, First, MI) Division Chief		

PURPOSE:

- ☐ To meet the competencies of current position.
- ☐ To increase the level of competencies of current position.
- ☐ To meet the competencies of the next higher position.


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7.5. Competency Assessment and Development Plan

Unmet Competencies	Priority for Year	Development Activity	Support Needed	Trainer/ Provider	Schedule for Completion Date
Leadership Skills training	1	Training/ Seminar			
Planning and Strategic Skills Seminars	2	Training/ Seminar			
Advance Research Seminar	3	Training/ Seminar			

11. Employee Signature	Date	12. Supervisor's Signature	Date	13. Head/ Assistant Head of Office's Signature	Date
14A. Updated (Initials)	Date	14B. Updated (Initials)	Date	14. Updated (Initials)	Date
15. Check applicable copy designation as shown:	<input type="checkbox"/> Employee's Copy <input type="checkbox"/> Supervisor's Copy <input type="checkbox"/> Personnel's Copy				

Instructions: Based on the periodic competency assessment conducted and/or the review of performance review results, please identify the top gaps or weaknesses among the competencies assessed that you need to focus on for development, improvement or enhancement. As a rule-of-thumb, it would be best to prioritize three (3) developmental areas over a two-year period. You also need to check your purpose/s in doing this IDP so that your supervisor will be able to focus on the appropriate learning interventions that you need to undertake.

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Column 1 (Unmet Competencies) – This refers to the Competencies that are NOT MET based on assessment by employee and supervisor.

Column 2 (Priority)- This refers to the competencies that are not met, to be extracted from Column 1 and that are needed to prioritized in the crafting of the IDP.

Column 3 (Development Activity). Identify one or more specific actions you can take to meet an objective. Consider a variety of developmental approaches.

Formal Classroom Training	On-the-Job-Training	Self-Development	Developmental activities/interventions
<ul style="list-style-type: none"> Internal training on <topic> External training on <topic> 	<ul style="list-style-type: none"> Coaching on the job from <supervisor/seni or colleague> Knowledge sharing and learning session on <topic> Shadowing under the stewardship of <person> 	<ul style="list-style-type: none"> Self-study on <topic> Taking evening or weekend courses on <topic> Watching educational or training videotapes on <topic> Reading books and other publications or journals on <topic> Working on PC tutorials or computer assisted training program or webinar on <topic> 	<ul style="list-style-type: none"> Special work project on <topic> Added responsibilities on <technical competency or work assignment> Cross-Program, Rotational assignment or Temporary assignment to <function> Task Force or Committee assignment on <area>