

### III: POLICY GUIDELINES

#### 3.1 Coverage

- 3.1.1. All regular employees are covered by the new Performance Management and Development System.
- 3.1.1. Probationary employees shall also be covered by the system, with defined targets to be achieved during the probationary period.

#### 3.2 The PMS Calendar

- 3.2.1. Performance targets shall be set for a year which will link with the approved annual plans and programs and budget.
- 3.2.2. Performance targets shall be evaluated every semester: first week of July for the first semester and first week of January of the new year for the second semester.
- 3.3.3. To give focus on the importance of the System, the first week of January shall be declared as Performance Management and Development Week. All employees are expected to undertake performance evaluation for the preceding year and set targets for the incoming year. Each rater is expected to prepare a coaching calendar to undertake for the week, provide such to the ratee and copy furnish Human Resources Division (HRD).
- 3.3.4. Performance Commitment Forms (PCFs), attached as Appendix 1 & 2, and Performance Appraisal Reports (PARs), attached as Appendix 3, are due at the end of January of each year.
- 3.3.5. In the case of probationary employees, the PMDS shall be explained during the orientation program. Upon turnover of the employees from HRD after the orientation, the respective immediate superior shall prepare and discuss the PCF of the probationary staff.
- 3.3.6. HRD shall be furnished a copy of the PCF and PAR of each employee.

#### 3.3. Ratings

- 3.3.1. The average of the ratings for the two periods shall comprise the performance rating for the year; or

There are KRAs that can be rated only in a semester. In which case, averaging them shall not be applied.

- 3.3.2. Two consecutive semesters of Below Expectations ratings is a case for termination. However, due process is to be observed as follows: