



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-06-01

Revision Code: 00

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Section: **PERFORMANCE EVALUATION**

Effectivity Date: 01-19-2018

Subject: **HUMAN RESOURCES: EMPLOYEE PERFORMANCE EVALUATION**

1. PURPOSE:

To ensure that the performance of the employees are evaluated with their work objectives, their strength and improvement areas are determined,

2. SCOPE:

This procedure covers activities from the receipt of the approved IPCR and OPCR, monitoring and assessment of performance, conduct of performance discussion, and consolidation of performance appraisal results.

3. DEFINITION OF TERMS:

- a. **IPCR** – Individual Performance Commitment and Review
- b. **OPCR** – Office Performance Commitment and Review

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Individual Performance Commitment Review (HR-001)	HR Admin Files	NAP R.A. 9470	Archived	N/A
2. Office Performance Commitment Review (HR-002)	HR Admin Files	NAP R.A. 9470	Archived	N/A
3. Consolidated IPCR and OPCR (HR-003)	HR Admin Files	NAP R.A. 9470	Archived	N/A

5. REFERENCES:

5.1 ISO Clause Reference:

Clause 6 – Planning : 6.1.1, 6.1.2, 6.2.1
Clause 7 - Resources: 7.1, 7.1.2, 7.2
Clause 9 – Performance Evaluation : 9.1.1, 9.1.2, 9.1.3
Clause 10 – Improvement

5.2 A document which supports the implementation of the procedure:
Local Government Code

5.3 Related documents linked to the procedure : Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS SERVICE DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	Admin Officer V	Receives the following from the Divisions/Service Unit: a. Individual Performance Commitment Review (IPCR) b. Office Performance Commitment Review (OPCR)
	Immediate Supervisor	Employee performance is monitored periodically based on the IPCR and OPCR goals and objectives.
	Employees	At the end of the semester, employees rate their performance based on IPCR and OPCR (for Division Chiefs).
	Immediate Superior, Employees	The employees and their immediate superior discuss their performance during the given rating period and agree upon a final rating.

PREPARED BY: DIVISION CHIEF *[Signature]*

REVIEWED BY: AFMS SERVICE DIRECTOR *[Signature]*

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Division Chief Service Director Executive Director</p>	<p>Division Chief and Service Director – in charge of approval of the IPCR.</p> <p>Service Director and Executive Director – in charge of approval of the OPCR.</p> <p>When there are changes in the IPCR and OPCR, the document is returned to the concerned division for editing/finalization.</p>
	<p align="center">Administrative Officer V</p>	<p>Consolidates and files all approved IPCR and OPCR of the agency for reference purposes.</p>
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD B[B] --> D{TARGETS ACHIEVED?} D -- NO --> CAP[CORRECTIVE ACTION PROCEDURE] CAP --> D D -- YES --> PMR[PREPARE MONTHLY REPORT] PMR --> END([END]) </pre>	<p align="center">Division Chief</p>	<p>Determine if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month.</p>

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