



**NATIONAL SECURITY COUNCIL  
SYSTEM OF PERFORMANCE-BASED RANKING  
OF DELIVERY UNITS AND INDIVIDUALS**

30 October 2015

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**NATIONAL SECURITY COUNCIL  
SYSTEM OF PERFORMANCE-BASED RANKING  
OF DELIVERY UNITS AND INDIVIDUALS**

**1 OBJECTIVE**

This *System of Performance-Based Ranking of Delivery Units and Individuals* serves as a guiding framework in the conduct of the performance review of various offices and individuals that contribute to the attainment of the agency goals and objectives.

**2 SCOPE**

This system defines the activities and responsibilities of the heads of all units and all concerned individuals in different stages of the performance-based rating and ranking of agency's delivery units and individual employees. The activities include consolidating office and individual performance progress reports, conducting performance evaluation and the assessment, identifying best, better and good performers; and preparation of the report on the performance-based ranking.

**3 POLICY STATEMENT**

Pursuant to Civil Service Commission Memorandum Circular No. 6 series of 2012 entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)", performance review and evaluation shall be done at regular intervals to assess both the performance of the individual and his/her office. The time periods for performance review shall be the first week of July and the first week of January.

The NSC Strategic Performance Management System (NSC-SPMS) which was approved by the Civil Service Commission - National Capital Region for initial implementation on 7 April 2014 provides the guidelines and mechanics for rating and ranking delivery units and individual employees.

Memorandum Circular No. 2015 -1 dated 12 August 2015 entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015 under Executive Order 80" shall serve as the basis for determining the eligibility criteria, conditions, and requirements for the grant of the PBB to delivery units and individuals.

## **4 PERFORMANCE COMMITMENT AND REVIEW**

### **4.1 Performance Commitment**

- 4.1.1 The preparation of the performance commitment is done at the start of the performance period where the Head of Agency, the National Security Adviser/ NSC Director-General (NSA/DG-NSC) meets with the heads of the delivery units and agree on the outputs that shall be accomplished based on the goals/objectives of the agency.
- 4.1.2 During this stage, success indicators are determined. Success indicators are performance level yardsticks consisting of performance measures and performance targets.
- 4.1.3 The agency performance measures and targets serve as bases in the preparation of the performance contracts and rating forms of the office/s and individual employee.
- 4.1.4 The office performance contracts in the form of Office Performance Commitment and Review Forms (OPCRF) are prepared by the heads of delivery units and submitted to the agency planning office.
- 4.1.5 The individual employee performance contract in the form of Individual Performance Commitment and Review Form (IPCRF) is prepared by the individual employee in coordination with his/her respective head of delivery unit and submitted to the personnel unit.
- 4.1.6 The assessment of the performance of delivery units and individual employees are based on the performance targets and measures as approved and indicated in the office and individual performance commitment contracts. The assessment is conducted every end of the performance rating period pursuant to the NSC-SPMS Calendar.

4.1.7 Procedure details: Performance Commitment

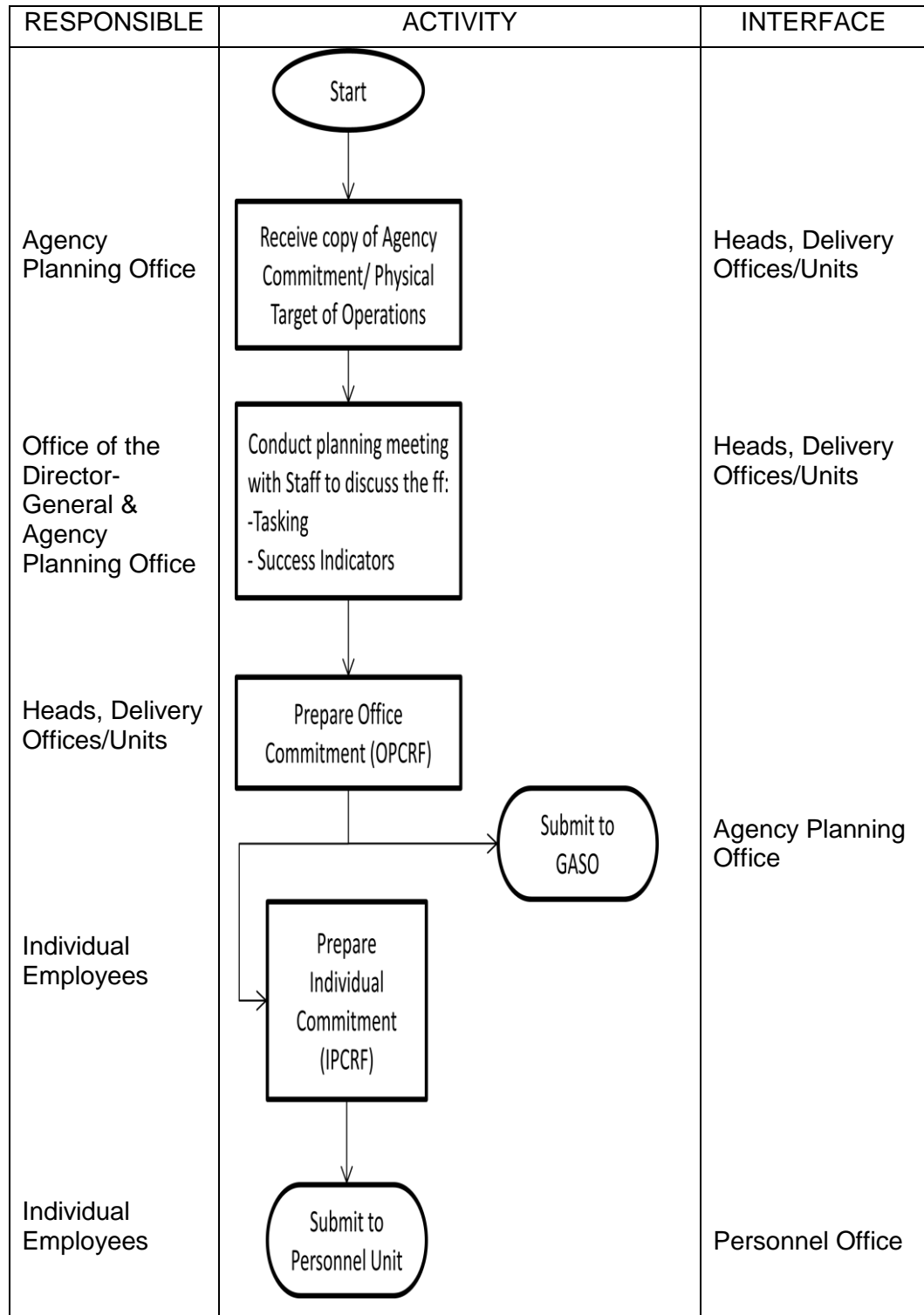


Figure 1. Procedure details: Performance Commitment

## **4.2 Performance Review**

### **4.2.1 Assessment of Office/Delivery Units' Performance**

- 4.2.1.1 The agency planning office consolidates, reviews, validates and evaluates the accomplishment reports of the delivery units by comparing the accomplishments against the success indicators that were agreed upon at the start of the rating period.
- 4.2.1.2 The results of the assessment of the planning office are submitted to the Performance Management Team (PMT) for consideration and endorsement to the NSA/DG-NSC as head of the Agency.
- 4.2.1.3 The NSA/DG-NSC determines the final ratings of delivery units which are the bases of the PMT in ranking and identifying which delivery units fall under the category of Best, Better and Good.
- 4.2.1.4 The agency performance review conference is conducted annually by the PMT to discuss the office assessment with concerned heads of delivery units. The concerns and issues, if any, that may arise from the assessment are resolved during this conference.
- 4.2.1.5 The planning office provides each delivery unit with the final office assessment/ratings to serve as basis in assessing the performance of the individual employees. The delivery unit assessment/rating serves as a guide to the delivery unit heads to ensure that the average of all individual performance assessments is not higher than the unit performance assessment.

#### 4.2.1.6 Procedure details: Performance Review of Office/Delivery Units

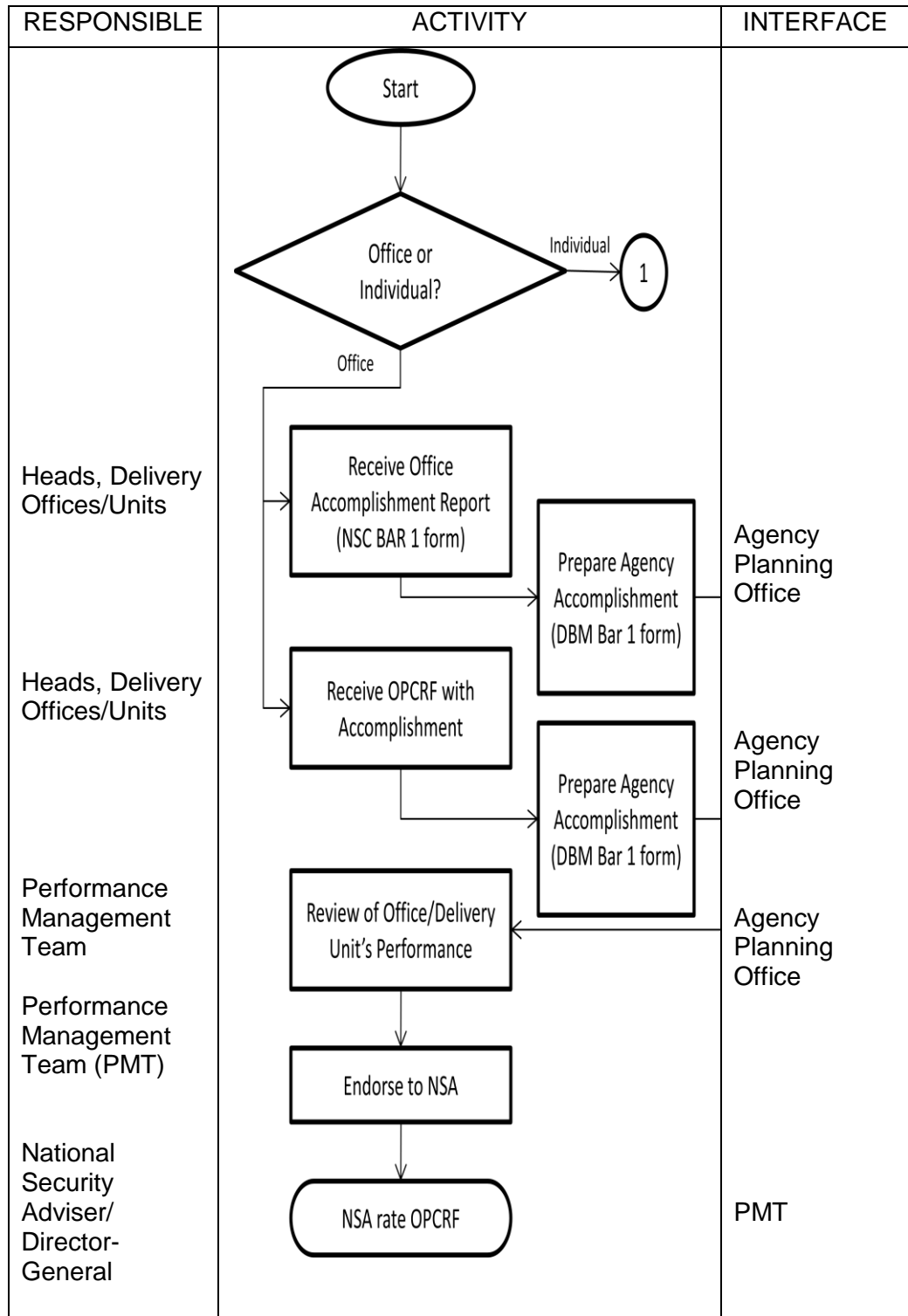


Figure 2. Procedure details: Performance Review of Office/Delivery Units

## 4.2.2 Assessment of Individual Employee's Performance

- 4.2.2.1 The immediate supervisor assesses individual employee performance based on the commitment made at the beginning of the rating period. The basis for assessment is the IPCRF wherein the individual performance level of accomplishment is rated against the performance targets and measures as approved in the individual commitment contract.
- 4.2.2.2 The performance rating is based solely on records of accomplishment; hence, there is no need for self-rating. The immediate supervisor keeps documentary evidence of the actual outputs of individual employees which are used as bases for employee assessment and for determining the employee's contributions to major final output.
- 4.2.2.3 The immediate supervisor discusses the individual assessment with the concerned employee prior to submission to the head of the delivery unit.
- 4.2.2.4 The head of the delivery unit determines the final assessments/ratings of performance of the individual employees in his/her unit. The final assessment/rating shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.
- 4.2.2.5 All rated IPCRFs are submitted to the Personnel unit.



## **5 PERFORMANCE RANKING**

### **5.1 Ranking of Offices/Delivery units**

- 5.1.1 The main consideration in ranking the offices/delivery units is the rating given by the National Security Adviser/Director-General, NSC (NSA/DG) using the Office Performance Commitment and Review Form (OPCRF).
- 5.1.2 When two (2) or more units garner the same ratings, the NSA/DG-NSC force ranks them using as bases the other factors contained in the Office/Delivery Units' Physical Accomplishment Rate (sourced from DBM BAR 1).
- 5.1.3 The basis of the final rating is the average of the OPCRf rating and the Physical Accomplishment rating.
- 5.1.4 The offices/delivery units are ranked according to the final ratings they garner.

5.1.4.1 Procedure details: Performance Ranking of Office/Delivery Units

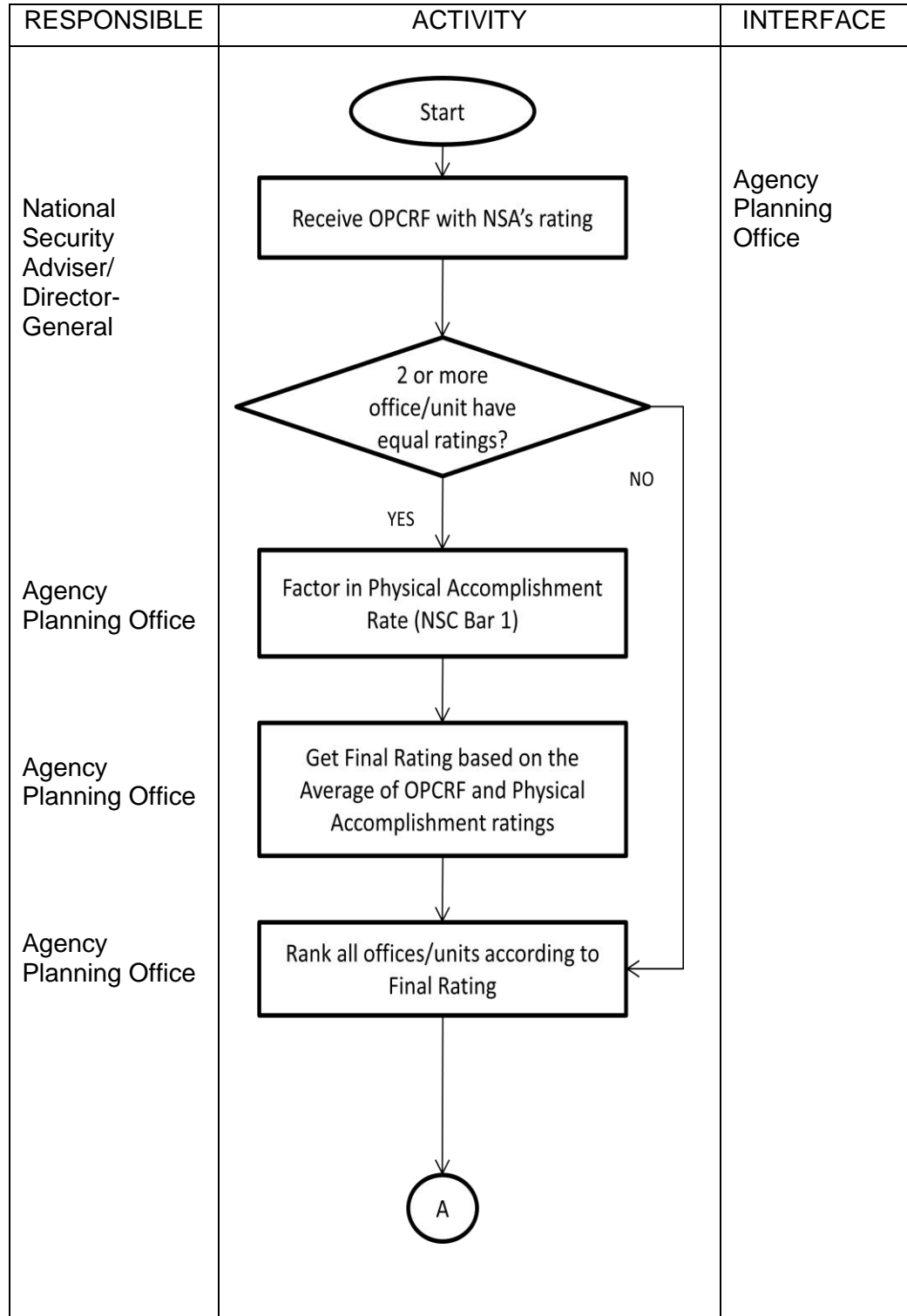
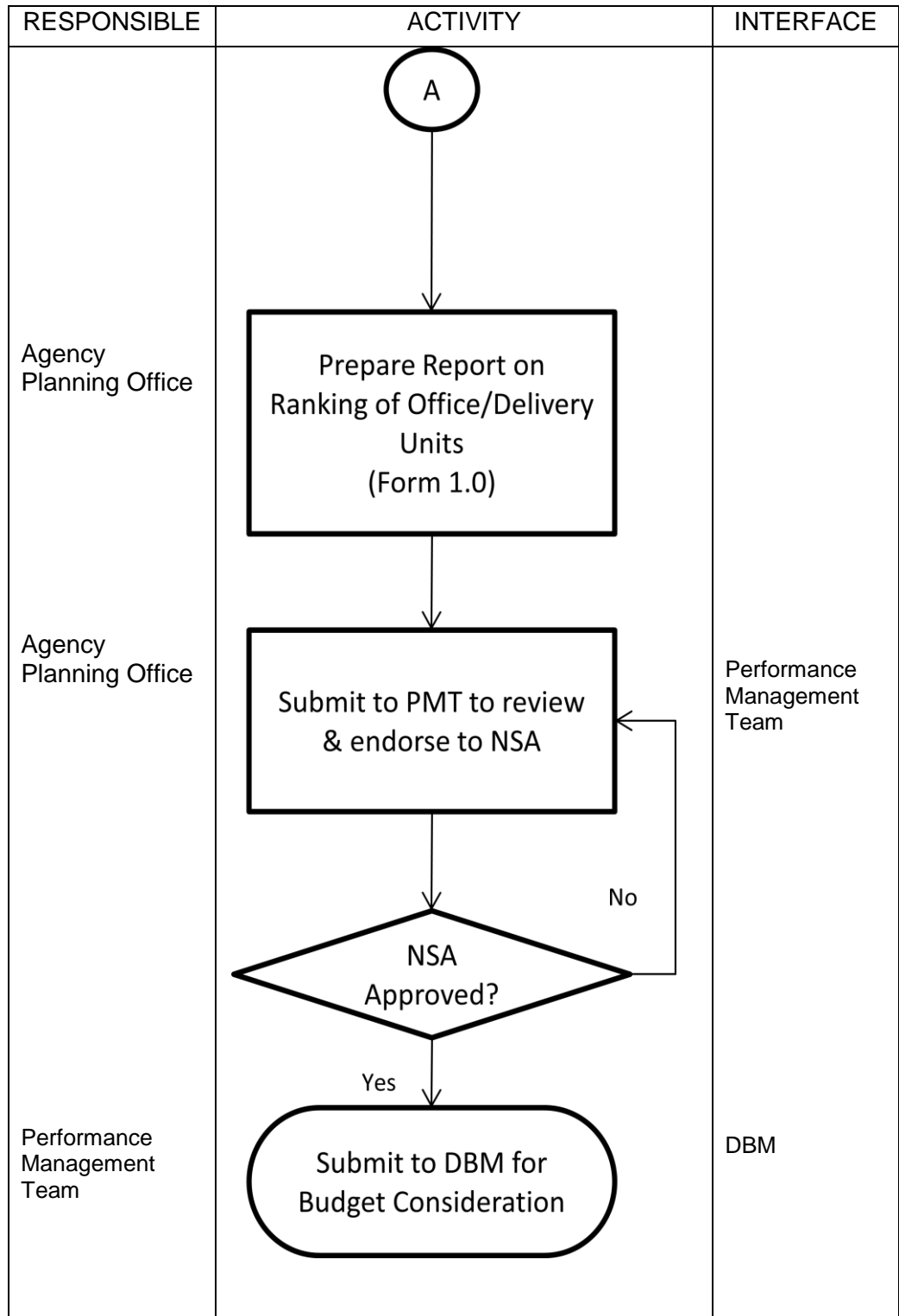


Figure 3. Procedure details: Performance Ranking of Office/Delivery Units



## **5.2 Ranking of Individual Employees**

### **5.2.1 For 1st and 2nd Level Employees**

- 5.2.1.1 The main consideration in ranking 1st level- and 2nd level- individual employees within their respective office/delivery unit is the rating given by their respective Head of Office/Delivery Units using the Individual Performance Commitment and Review Form (IPCRF).
- 5.2.1.2 When two (2) or more individual employees garner the same rating, the Head of Office/Delivery Unit shall consider the behavioral rating of the employee based on the PES Part II - behavioral rating.
- 5.2.1.3 The average of all individual employee performance assessment/rating must not go higher than the performance assessment of the delivery units.

### **5.2.2 For 3rd Level Employees**

- 5.2.2.1 The main consideration in ranking the 3rd level- individual employee is the rating given by the NSA/DG-NSC using the Civil Executive Service Performance Evaluation System (CESPES).
- 5.2.2.2 When tow (2) or more NSC Officials garner the same ratings, the NSA/DG-NSC shall consider other factors which include: (a) Office/Delivery Units' Physical Accomplishment Rate, and (b) General Average of Office/Delivery Unit's Individual Employees' Rating.

### 5.2.3 Procedure details: Performance Ranking of Individuals

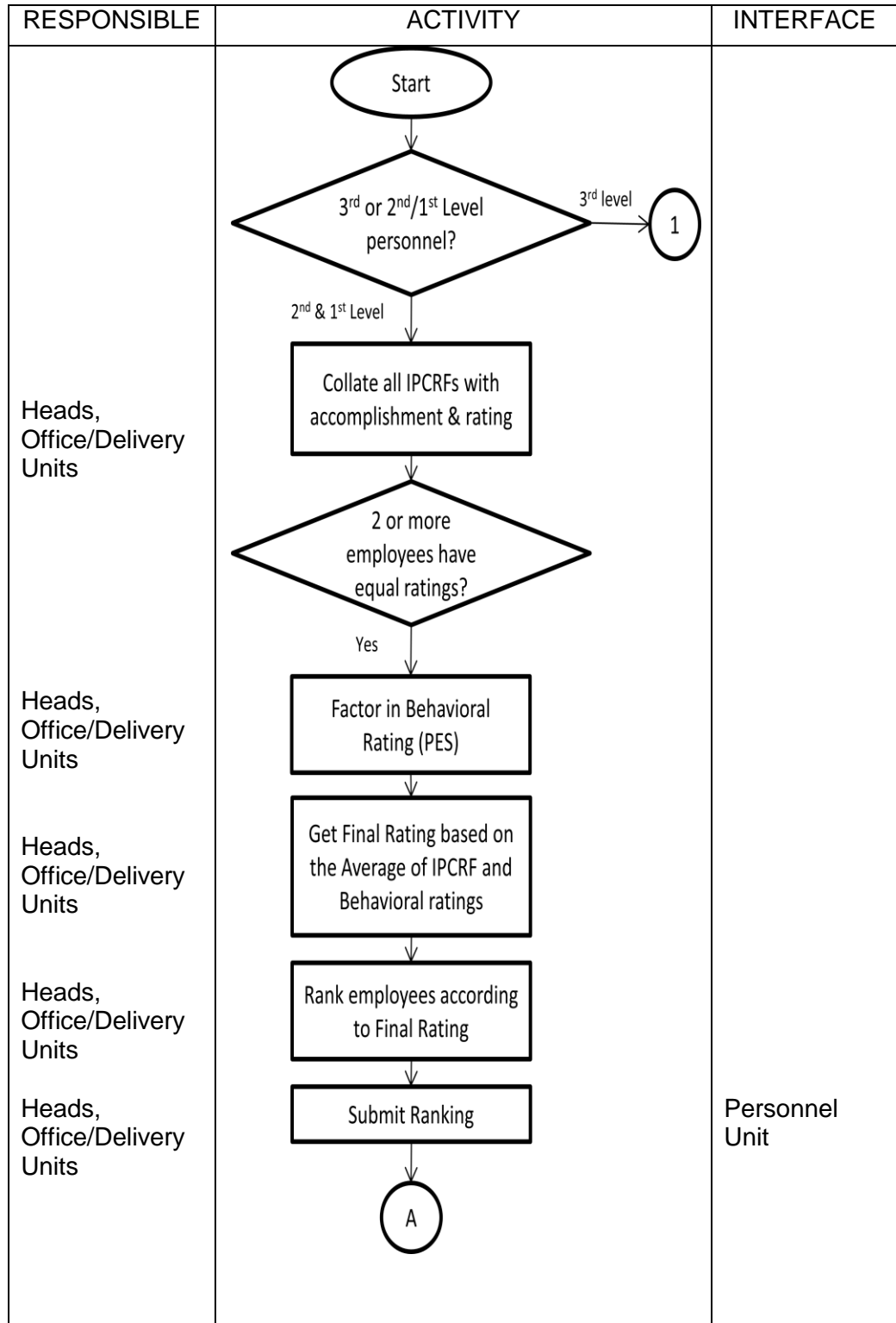


Figure 4. Procedure details: Performance Ranking of Individuals

