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OUR REFERENCE:

MC # 38 s. 1989

T O : The Deputy Administrator, The Assistant Administrators,  
Department Managers, Regional Irrigation Managers,  
Project Managers, Officers-In-Charge of Projects  
and all others concerned  
National Irrigation Administration

SUBJECT : NEW PERFORMANCE RATING SYSTEM FOR  
PROJECT MANAGERS (PRSPM)

Pursuant to Civil Service Commission Memorandum Circular No. 12, s. 1989 which implements the provisions of Section 31, Article VIII of PD 807 allowing the establishment by every department or agency of a performance evaluation system or systems appropriate to the various groups of positions or peculiar to the nature of the jobs in the Agency, a new Performance Appraisal System for NIA Project Managers is hereby adopted.

PURPOSE:

This performance rating system designed jointly by NIA Management and the Project Managers seeks to promote the continuing efficiency and effectiveness of NIA project managers. Specifically, it aims:

1. To set a standard for evaluating the extent and quality of the individual project manager's work progress VIS-a-VIS their work programs.
2. To provide an objective performance rating system, which shall serve as basis for incentives and rewards, promotion, training and development, personnel actions and administrative sanctions.

POLICY GUIDELINES

1. This Performance Rating System for Project Managers is hereby made an integral part of the personnel management & development program of this Agency.

2. Appraisal shall focus on outputs or actual accomplishments in project implementation.
3. Each project manager shall be periodically advised of his progress in meeting his target accomplishment/s on pre-arranged date.
4. The project manager's performance appraisal shall be a factor in determining his potential for training and career development.
5. The project manager shall be given appropriate recognition for the merit of his performance and his contribution to the efficiency and economy in the implementation of the project.

#### SCOPE

This performance appraisal system shall apply to project managers, PRSPM 1-N (annex A) for national projects and PRSPM 1-C (annex B) for communal projects. Officer-in-Charge of a project shall be rated similarly as regular project managers.

#### RATING PERIOD

This Performance Appraisal System for Project Managers shall be made annually from January to December of every calendar year. A copy of the Performance Rating Report on the prescribed form (see Annexes A & B) shall be furnished to the Personnel Manager's office at the Central Office within thirty (30) days after every rating period.

#### WHO SHALL RATE

Subject to a review or concurrence by the Administrator, the concerned Assistant Administrator shall rate the project managers.

The appraisal of a project manager's performance shall be based on the responsibility areas for either communal or national projects and their corresponding computed weights or points as indicated in Annexes A and B.

#### RESPONSIBILITY AREAS OF A PROJECT MANAGER

##### FOR NATIONAL PROJECTS (N)

1. Construction Management ----- 35 pts.

##### 1.1 Physical Status

- a. Pre-Engineering ----- 10
- b. Contract works ----- 5

- c. Force account works ----- 15
- d. Area generated vs. programmed  
has. ----- 5

FORMULAE:

- a-c)  $\frac{\text{Actual accomplishment}}{\text{Current Year Program}}$

(Contract works completed below the estimated cost shall be given full points.)

- d)  $\frac{\text{Actual Area Generated}}{\text{Area Programmed}}$

SAMPLE SOLUTION:

$$\frac{15 \text{ Pre Eng. Work Completed}}{20 \text{ Pre Eng. Programmed}} = .75 \times 10 = 7.5$$

2. financial Management ----- 20 pts.

2.1 Financial Status

- a) Contract Works (Financial status not more than or equal (  $\neq$  or  $=$ ) physical status, but not to exceed original current cost) ----- 10 pts.
- b) Force Account Works (Financial Status not more than or equal to (  $\neq$  or  $=$ ) physical status, but not to exceed current original/FA cost) - 10 pts.

FORMULAE:

- a)  $\frac{\text{Actual Expenditures}}{\text{Total Budget Programmed}}$
- b)  $\frac{\text{Actual Expenditures}}{\text{Actual Budget Released}}$

SAMPLE COMPUTATION:

$$\frac{700,000 \text{ actual expenditures}}{1,000,000 \text{ approved program budget}} = .7 \times 10 = 7$$

3. Institutional Development ----- 15 pts.

- 3.1 Farmers Organization -----5
- 3.2 FIA registration -----5
- 3.3 FIA entered into contract -----5

FORMULAE:

$$3.1 \quad FO = \frac{\text{No. of IA organized}}{\text{No. of IA to be organized}}$$

$$3.2 \quad FR = \frac{\text{FIA registered}}{\text{No. of FIA to be registered}}$$

$$3.3 \quad FC = \frac{\text{IA with contracts}}{\text{IA to be organized}}$$

4. Resource Utilization ----- 25 pts.

- 4.1 Building & camp upkeep ----- 4
- 4.2 Funds spent vs. allotment received ----- 4
- 4.3 Equipment vs. Operability ----- 4
- 4.4 Equipment vs. Utilization ----- 4
- 4.5 Construction materials ----- 4
- 4.6 Spare parts ----- 5

5. Reporting ----- 5 pts.

- 5.1 Timeliness ----- 2
- 5.2 Completeness ----- 2
- 5.3 Quality ----- 1

TOTAL - 100 pts.

FOR COMMUNAL PROJECTS (C)

- 1. Pre-Engineering (site selection, survey, detailed design & estimates)----- 15 pts.

- 2. Construction Management ----- 25 pts.

2.1 Physical Status

- a) Contract works ----- 12.5
- b) Force account works ----- 12.5

FORMULA:

$$\frac{\text{Actual accomplishment}}{\text{Current Year Program}}$$

- 3. Financial Management ----- 25 pts.

3.1 Financial Status

- a) Contract works ----- 12.5
- b) Force account works ----- 12.5

a) Contract Works. (Financial status not more than  
or equal to (  $\neq$  or  $=$ ) physical  
status but not to exceed original  
contract cost) ----- 12.5 pts.

b) Force Account  
Works (Financial status not more than or  
equal to (  $\neq$  or  $=$ ) physical status  
but not to exceed original  
FA cost) ----- 12.5 pts.

FORMULAE:

a)  $\frac{\text{Actual Expenditures}}{\text{Total Budget Programmed}}$

b)  $\frac{\text{Actual Expenditures}}{\text{Actual Budget Released}}$

4. Institutional Development ----- 15 pts.

4.1 Farmers Organization ----- 5  
4.2 FIA registration ----- 5  
4.3 FIA entered into contract ----- 5

FORMULAE:

4.1 FO =  $\frac{\text{No. of IA Organized}}{\text{No. of IA To Be Organized}}$

4.2 FR =  $\frac{\text{FIA Registered}}{\text{No. of FIA To Be Registered}}$

4.3 FC =  $\frac{\text{IA with Contracts}}{\text{IA To Be Organized}}$

5. Resource Utilization ----- 15 pts.

5.1 Building & Camp Upkeep ----- 2.5  
5.2 Funds spent vs. allotment received --- 2.5  
5.3 Equipment vs. Operability ----- 2.5  
5.4 Equipment Utilization ----- 2.5  
5.5 Construction materials ----- 2.5  
5.6 Spare parts ----- 2.5

6. Reporting ----- 5 pts.

6.1 Timeliness ----- 2  
6.2 Completeness ----- 2  
6.3 Quality ----- 1

TOTAL - 100 pts.

There shall be five (5) adjective ratings as follows:

- a) OUTSTANDING - for an overall rating of 95 or more points.
- b) VERY SATISFACTORY - for a rating of 81-94 points.
- c) SATISFACTORY - for 61-80 points.
- d) FAIR - for 50-60 points.
- e) POOR - below 50 points.

To arrive at the FINAL RATING the formula to be used shall be:

$$\text{FINAL RATING} = \frac{\text{NO. OF TOTAL POINTS OBTAINED}}{\text{NO. OF TOTAL POINTS POSSIBLE}}$$

The FINAL RATING shall be made by the concerned Asst. Administrator in the presence of the ratee.

A FAIR rating shall not be given to the same project manager for more than two (2) successive performance appraisal periods. If on the third rating period, a project manager has not improved his performance inspite of all possible assistance given him, he may be transferred or relieved.

#### APPEAL

If a Project Manager disagrees with the result of the evaluation, he may, within ten (10) working days from receipt of his performance rating, appeal to the Administrator whose decision shall be final.

#### RESPONSIBILITY

The Administrative Division of a project shall be responsible for the custody of the duly signed project manager's original copy of the rating report; the duplicate shall be given to the ratee; and the triplicate shall be forwarded to Personnel & Records Management Department at the Central Office.

#### EFFECTIVITY

This Performance Rating System for Project Managers (PRSPM) shall be pilot tested for calendar year 1989.

Compliance hereon is enjoined.

  
JOSE B. DEL ROSARIO, JR.  
Administrator

PERFORMANCE RATING SHEET FOR PROJECT MANAGERS  
(\*NATIONAL PROJECTS)

INSTRUCTIONS:

1. Please prepare this form in triplicate.
  - a) After they have been accomplished and duly signed by all concerned, the original copy shall be in the custody of the Project's Administrative Division;
  - b) the duplicate shall be given to the ratee; and
  - c) the triplicate to Personnel & Records Management Department, Central Office within thirty (30) days after end of the rating period.
2. The ratee shall sign in the space indicated but may appeal to the Administrator if he disagrees on the result of the appraisal.

1. Construction Management -----

1.1 Physical Status

- a. Pre-Engineering -----
- b. Contract Works -----
- c. Force Account Works ---
- d. Area generated vs.  
programmed has. -----

2. Financial Management -----

2.1 Financial Status

- a. Contract works -----
- b. Force account works ---

3. Institutional Development -----

- 3.1 Farmers Organization -----
- 3.2 FIA Registration -----
- 3.3 FIA entered into contract ---

4. Resource Utilization -----

- 4.1 Building & Camp Upkeep -----
- 4.2 Funds spent vs. allotment received -
- 4.3 Equipment vs. Operability -----
- 4.4 Equipment Utilization -----
- 4.5 Construction Materials -----
- 4.6 Spare parts -----

5. Reporting -----

- 5.1 Timeliness -----
- 5.2 Completeness -----
- 5.3 Quality -----

TOTAL -----

ADJECTIVE RATING -----

RATED BY: \_\_\_\_\_  
Asst. Administrator

DATE: \_\_\_\_\_

RATEE : \_\_\_\_\_

DATE: \_\_\_\_\_

CONCURRED  
IN BY : \_\_\_\_\_  
Administrator

DATE: \_\_\_\_\_



PERFORMANCE RATING SHEET FOR PROJECT MANAGERS  
(\*COMMUNAL PROJECTS)

INSTRUCTIONS:

1. Please prepare this form in triplicate.

- a) After they have been accomplished and duly signed by all concerned, the original copy shall be in the custody of Project's Administrative Division;
- b) the duplicate shall be given to the ratee; and
- c) the triplicate to Personnel & Records Management Department, Central Office within thirty (30) days after end of the rating period.

2. The ratee shall sign in the space indicated but may appeal to the Administrator if he disagrees on the result of the evaluation.

1. Pre-Engineering (Ready for Implementation) -----

2. Construction Management -----

2.1 Physical Status

- a. Contract works -----
- b. Force account works -----

3. Financial Management -----

3.1 Financial Status

- a. Contract works -----
- b. Force account works -----

4. Institutional Development -----

- 4.1 Farmers Organization -----
- 4.2 FIA Registration -----
- 4.3 FIA entered into contract -----

## 5. Resource Utilization -----

- 5.1 Building & Camp upkeep -----
- 5.2 Funds spent vs. allotment received -
- 5.3 Equipment vs. Operability -----
- 5.4 Equipment Utilization -----
- 5.5 Construction materials -----
- 5.6 Spare parts -----

## 6. Reporting -----

- 6.1 Timeliness -----
- 6.2 Completeness -----
- 6.3 Quality -----

TOTAL -----

ADJECTIVE RATING -----

RATED BY: \_\_\_\_\_  
Asst. Administrator

DATE: \_\_\_\_\_

RATEE : \_\_\_\_\_

DATE: \_\_\_\_\_

CONCURRED

IN BY : \_\_\_\_\_  
Administrator

DATE: \_\_\_\_\_