

# Criteria and Performance Indicators (Basis for Ranking)



# Criteria and Performance Indicators

*For ranking research and development divisions , branch stations, including GASS and STO*

Criteria	Percentage
Accomplishment Vs. Target	60
Customer satisfaction	15
Housekeeping	10
Health and safety	5
Compliance to policies	5
<b>TOTAL</b>	<b>100</b>

# I. Accomplishments vs. Targets (60%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none"><li>○ Must meet 90% of accomplishment to qualify</li><li>○ Review the logical framework of each program/division/stations</li><li>○ Formulate the logical framework of the administrative offices/division base on their IMS profile</li><li>○ Timeliness and completeness of protocol submission</li><li>○ Report to include matrix and narrative format (highlights semestral and annual)</li></ul>	Division PCPO/OEDDs  ISSO/OEDDs  OEDDs and PCPO

## 2. Customer satisfaction(15%)

Requirement/Remarks	Responsible unit
<p>Feedback survey</p> <ul style="list-style-type: none"><li>- Internal and external survey (questionnaire and survey form to be revised c/o ISSO)</li><li>- Divisions should be proactive in getting feedback from their respective customer/clients</li></ul>	<p>Division ISSO</p>

### 3. Housekeeping(10%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none"><li>○ Base on 5S (Sorting, straightening, systematic, standardized, sustain service)<ul style="list-style-type: none"><li>- Currently ISSO is conducting a random audit for housekeeping (Should be done at least monthly)</li><li>- IMS system is already in place in the branch station (ISSO has a regular trip in the branch station)</li><li>- Once a month (last Friday)</li></ul></li></ul>	ISSO

## 4. Health and safety (5%)

Requirement/Remarks	Responsible unit
○ Base on HIRADC and PPE usage	ISSO

## 5. Participation to institute activities (5%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none"><li>○ Institute activities to be considered<ul style="list-style-type: none"><li>- Parade</li><li>- Alay lakad</li><li>- Tree planting</li><li>- Sports festival</li><li>- Anniversary</li><li>- Christmas party</li><li>- Field day</li><li>- R&amp;D conference</li><li>- Employees night (Muñoz)</li></ul></li><li>○ Attendance sheet for the following activities will be forwarded to Admin/HR for consolidation and validation</li></ul>	Admin/HR Lead Division

90% attendance= 5 Points

## 6. Compliance to policies(5%)

Requirement/Remarks	Responsible unit
<ul style="list-style-type: none"><li>○ Policies for consideration<ul style="list-style-type: none"><li>- Cash advance</li><li>- Liquidations</li><li>- Wearing of ID and uniforms</li><li>- Procurement policies (PhilGeps posting)</li><li>- PPMP submission</li><li>- PMS</li><li>- Statement of assets and liabilities (SALN)</li></ul></li></ul>	Finance ISSO SPO Admin/HR Lead division