



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

OFFICE OF THE UNIVERSITY PRESIDENT

Description of the Criteria and Process Used in Rating the Performance and Ranking of the Bureaus/Attached Agencies/Delivery Units

RATIONALE

The Eastern Visayas State University (EVSU) uses the Strategic Performance Management System (SPMS) which is a concept that links employees' performance with the vision, mission and strategic goals of the University. It is a system composed of strategies, methods and tools of ensuring fulfillment of the functions of the units/offices which are all geared towards the attainment of the Major Final Outputs (MFOs) of the University and its personnel as well as in assessing the effectiveness, quality, efficiency and timeliness of the accomplishments.

All faculty and non-teaching personnel of the Eastern Visayas State University, including its external campuses in Ormoc City, Burauen, Carigara and Tanauan, all in the Province of Leyte, are grouped into twenty-one (21) service units, namely:

SERVICE DELIVERY UNITS	NO. EMPLOYEES
Graduate School	3
Office of the University President	32
College of Technology	28
College of Education	46
College of Arts and Sciences	53
Student Services Department	33
College of Business & Entrepreneurship	13
College of Architecture & Allied Discipline	13
College of Engineering	67
Administrative Services Division	41
Finance Services Division	14
Research and Development	5
Extension Services	5
EVSU-TC Teaching Personnel Unit	34
EVSU-TC Administrative Services Unit	22
EVSU-OCC Administrative Services Unit	6
EVSU-BC Teaching Personnel Unit	16
EVSU-OCC Teaching Personnel Unit	20
EVSU-BC Administrative Services Unit	14
EVSU-CC Teaching Personnel Unit	19
EVSU-CC Administrative Services Unit	19

PERFORMANCE REVIEW AND EVALUATION

The Performance Review and Evaluation based on EVSU-SPMS aims to assess both office and individual faculty member/employee's performance level based on performance targets and measures and approved in the office and individual performance commitment contracts.

The results of assessment of an office and individual performance shall be impartial owing to the scientific and verifiable basis for target setting and evaluation.

A. Performance Assessment of Organizational Units

The College/Department/Campus (main and external Campuses) shall consolidate their initial Performance Assessment and submit it to the Planning office of the University for Review, validation and evaluation based on reported accomplishments against the success indicators and the allotted budget against the actual expenses.



The result of the assessment shall be submitted to the PMT for calibration and recommendation of the University President. The University President shall determine the final rating of the organizational unit.

A Performance review conference shall be conducted annually by the Planning office for the purpose of discussing the organizational assessment with concerned Campus Directors, Deans, and Directors. This shall include the participation of the University budget office as regards budget utilization. To ensure complete and comprehensive performance review, all organizational unit shall submit a quarterly accomplishment report to the University Planning and Development office based on the SPMS calendar.

Any issue / appeal/ protest on the organizational unit assessment shall be articulated by the concerned head of Department/ unit and decided by the University President during the conference; hence the final rating shall no longer be appealable /contestable after the conference.

The Planning Office shall provide each department /unit with the final office assessment to serve as basis of offices in the assessment of individual staff members.

B. Performance Assessment for Individual Faculty Members/Employees.

The immediate supervisors shall assess individual faculty member/employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishments; hence, there is no need for self-rating.

The SPMS puts premium on major Final Outputs towards realizations of EVSU mission/vision. Hence, rating for planned or intervening tasks shall always be supported by reports, documents or any output or proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated or disregarded.

The immediate supervisor shall indicate qualitative comments, observations and recommendations in the individual employee's performance commitment and review form to include competency assessment and critical incidents which shall be used for human resource development purposes such as promotions and other interventions.

Faculty member/employee's assessment shall be discussed by the immediate supervisor with the concerned ratee prior to the submission of the individual faculty members/employee's performance commitment and review to the University President.

The University President shall determine the assessment of performance level of all academic and administrative offices in the University. The concerned dean/director/department head shall perform the assessment of individual faculty members/employee in his/her office based on proof of performance. The final assessment shall correspond to the adjectival rating of Outstanding (O), Very Satisfactory (VS), Satisfactory (S), Unsatisfactory (US) and Poor (P).

The University President may adopt appropriate mechanism/s to assist him/her distinguish performance levels of offices, while the dean/director/department head shall adopt the institutional mechanism on individual performance evaluation such as but not limited to peer ranking and client feedback. The average of all individual performance shall not go higher than the collective performance assessment of the office.

The University President shall ensure that the employee/faculty is notified of his/her final performance assessment and then the Summary List of Individual Ratings with their attached IPCRs are submitted to the HRM office within the prescribed period.

BASIS: *EVSU Strategic Performance Management System (SPMS) duly approved by the Civil Service Commission*