


Forced Ranking Rating System for DOST-X Personnel
 Based on Guidelines of DOST-X Personnel for 2015 PBB Purposes
 Basic Requirement: IPCRF of at least "3" or satisfactory

No.	Item/Criterion	Guide/Requirements	Raters				
1	Innovations introduced which resulted in enhanced office efficiency/savings 35%	Report Innovation in the format of STAR (Situation, Target, Accomplishment, Results) Efficiency/savings in the use of resources and compliance/timeliness in liquidation	Budget Officer	Accountant	Chief AO	Direct Supervisor	Regional Director
2	Positive Work Attitudes/Values / Responsiveness/ Team Work, 30%	Participation in official activities, interpersonal relations, participation in Committees, Customer relations and quality as defined in QMS processes and ARTA, Feedback and Complaints	Quality Manager	Lead Auditor	Chief AO	Direct Supervisor	Regional Director
3	Performance and Accomplishments, 20%	IPCRF				Direct Supervisor	Regional Director
4	Attendance and Punctuality, 15%	Time Card and Leave Application			Chief AO		

Notes:
 Resources generated from other agencies will be included in the IPCRF. This would be monitored per reports.
 To make a process of innovation for the year 2014 using **STAR** method (given **Situation**, what suppose to be are the **Tasks, Action taken and Result**) and submitted to the Chief AO and Division Chief. What they did in the past, they should support it using the STAR process.

Recommending Approval:


 ROMELA N. FATILLA
 PBB Forcal Person

Approved:


 ALFONSO P. ALAMBAN
 Regional Director