

Issuance of Certificate of Performance Rating

This service covers the facilitation of the issuance of Certification of Performance Ratings of Officials and employees for the performance period being requested by the requesting party.

Office or Division:	Human Resource Planning and Performance Management Section - HRMDD			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	National Capital Region (FO-NCR) Officials and Employees and COS Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal Letter or email request for certification of performance rating		HRPPMS Receiving area Performance Management System		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the formal request letter for performance rating or email request for performance rating to the incoming clerk.	1.1 Receive the formal request or acknowledge email request and forward to concerned HRPPMS PMS Focal for action.	None	10 minutes	<i>Ms. Maricel M. Barnedo</i> <i>Social Welfare Officer III – HRPPMS</i>
2. Wait for further instructions from the HRPPMS PMS Focal	2.1 Review the submitted request and check if the ratings for the requested rating period is available in the PMS Database.	None	12 hours	<i>Ms. Maricel M. Barnedo</i> <i>Social Welfare Officer III – HRPPMS</i>
	2.1.1 If rating is available, the HRPPMS PMS Focal shall prepare the Certification of performance Rating for approval.			
	2.1.2 If the rating is not available, the HRPPMS PMS Focal shall prepare the certification of no rating for approval.		7 hours	

3. Receive the documents and fill-up the customer feedback form	3.1 Once the certificates are signed, the document shall be forwarded to the outgoing staff for transmittal to the requesting D/S/U/C/RCFs/ individual			
4. Submit the filled-up customer feedback form to the HRPPMS PMS Focal	4.1 Once the document has been received by the requesting D/S/U/C/RCFs/ individual, the HRPPMS PMS Focal staff shall file the receiving copy and record the transaction in the monitoring tool.	None	50 minutes	<i>Ms. Maricel M. Barnedo</i> <i>Social Welfare Officer</i> <i>III – HRPPMS</i>
May be extended depending on the volume of transactions handled and the length of service of the current Official / employee as recorded in the Leave Ledger				
TOTAL		NONE	2 days, 12 hours	