

Annex A – Illustrative Example of Performance Standards

Function/Activities	Output	Performance Indicator	Points	Operational Definition
Administrative Concerns	Submission of Plans/Reports	# of plans/reports submitted		Administrative Reports required by the Offices in the Central Office
	Work and Financial Plan		24	
	Annual Procurement Plan		16	
	Project Procurement Management Plan		16	
	Year-end Report (office accomplishment)		16	
	Performance Contracts		16	
	Monthly Accomplishment Report		8	
Inventory Report		8		
Policy and Systems Review, Enhancement and Formulation	Concept Paper	# of concept papers approved by the Commission	24	Proposals of new actions to take. Paper includes discussion on the need or problem statement, objectives and possible solutions or methods for implementation
	Research Proposal	# of research proposal approved by the Commission	24	Proposals to conduct researches/studies/projects approved by the Commission
	Research Studies	# of research reports/studies submitted to the Commission	40	Researches and studies conducted for policy formulation, program/project/systems development, or simply for decision making.

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	Policy Guidelines	# of policies/guidelines approved by the Commission	16	Policy/Guidelines approved by the Commission in a form of a Resolution, Office memorandum or Memorandum Circular
Opinion and Rulings	Opinion and ruling rendered Simple Complex	# of opinion and rulings rendered	5 10	Written comments/views in response to a query or recruits signed by the Head/Commission - - Queries with precedent - Queries with further research
Project/Program Development/Implementation, review and Monitoring	Project/Program Proposals	# of project/program proposals approved by the Commission	24	Proposals for new project/program approved by the Commission
	Program Enhancement Proposals	# of program enhancement proposals approved by the Commission	24	Proposals for enhancement/improvement of existing programs approved by the Commission
	Project Development	# of project/program development reports submitted	40	Project/Program development with pilot implementation but not yet considered as a major program of the Commission. This includes program development for enhancement of existing programs. Outputs are rated through submission of a Final Project/Program Development, Report to the Commission.
	Project/Program Evaluation	# of project/program evaluation reports submitted	24	Evaluation Report on the implementation/development of

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				projects or programs submitted by the Commission.
	Project/Program Implementation/Monitoring	# of implementation/monitoring reports submitted	24	Implementation/Monitoring Report on programs/projects being implemented by the Commission. Reports to be prepared periodically and by area/ unit (Semestral, Quarterly, Monthly/ yearly, central, Regional)