



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



INSURANCE COMMISSION (IC) SYSTEM OF RANKING DELIVERY UNITS/OFFICES

LEGAL BASES:

- A. *A.O. 25 Task Force Guidelines for the Grant of Performance-Based Bonus for F.Y. 2017 (Memorandum Circular No. 2017-1, dated 09 March 2017); and*
- B. *Insurance Commission-Strategic Performance Management System (IC-SPMS) Basic Policies.*

SYSTEM OF RANKING:

1. The divisions/offices and each personnel of the IC shall be rated in accordance with the provisions of the IC-SPMS:
 - 1.1 Performance appraisal shall be conducted semi-annually for the Functional Groups, Divisions, and Individual Employees. However, should there be a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months, while the maximum shall not be more than one (1) calendar year.
 - 1.2 The final Division Performance Ratings (DPRs) and Functional Group Performance Ratings (FGPRs) as recommended by the IC Performance Management Team (PMT) to, and approved by, the Insurance Commissioner/IC SPMS Champion shall be the basis in the computation of individual employees' performance;
 - 1.3 The Division Manager shall determine the final assessment of the performance level of individual employees in his/her Division based on proofs of performance, using the Individual Performance Assessment (IPA) form;
 - 1.4 The average Overall Numerical Rating (ONR) of all individual performance assessments in a Division shall not go over the numerical range of the Adjectival Rating of the Division.
2. After the final DPRs and FGPRs have been decided upon during the IC Performance Review Conference (ICPRC) by the PMT every semester, and consequently, approved by the SPMS Champion, the respective Division Managers shall then rate their subordinates using the IPA form.