



**NATIONAL MUSEUM
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
PERFORMANCE STANDARDS**

**I. MUSEUM EXHIBITION AND EDUCATION SERVICES
A. RESEARCH**

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Scientific Paper	Scientific Paper accepted for publication within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Scientific Paper accepted for publication and passed the scientific standards set by respective professional organizations	N/A	N/A	N/A	Unaccepted Scientific Paper for not passing the scientific standards set by respective professional organizations
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Travel Report	Approved Travel Report for accomplished objectives and non-deviation from the Travel Order	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Travel Report approved for accomplished objectives and non-deviation from the Travel Order	Travel Report submitted for accomplished objectives but with minor deviations from the Travel Order	Travel Report prepared for accomplished objectives but with major deviations from the Travel Order	Travel Report prepared but objectives not accomplished and with major deviations from the Travel Order	Submission of an outline for the completed travel
		Timeliness	Within two (2) weeks from the completed travel	Within two (2) weeks and one (1) day from the completed travel	Within two (2) weeks and two (2) days from the completed travel	Within two (2) weeks and three (3) days from the completed travel	Beyond two (2) weeks and three (3) days from travel
Technical Report	Approved Technical Report for completed Fieldwork	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Technical Report approved for completed fieldwork	Technical Report submitted for completed fieldwork	Technical Report prepared but objectives for the fieldwork partially accomplished	Technical Report prepared but objectives for the fieldwork not accomplished	Submission of an outline for the completed fieldwork
		Timeliness	Within two (2) weeks from the completed fieldwork	Within two (2) weeks and one (1) day from the completed fieldwork	Within two (2) weeks and two (2) days from the completed fieldwork	Within two (2) weeks and three (3) days from the completed fieldwork	Beyond two (2) weeks and three (3) days from fieldwork
Fieldwork Report	Approved Fieldwork Report for the collection of specimens	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved Fieldwork Report for completed fieldwork	Fieldwork Report submitted for completed fieldwork	Fieldwork Report prepared but objectives for the fieldwork partially accomplished	Fieldwork Report prepared but objectives for the fieldwork not accomplished	Submission of an outline for the completed fieldwork

ARCHAEOLOGY	List of Collected Specimens	Comprehensive list of collected specimens submitted with no error within two (2) weeks from the completed fieldwork	Timeliness	Within two (2) weeks from the completed fieldwork	Within two (2) weeks and one (1) day from the completed fieldwork	Within two (2) weeks and two (2) days from the completed fieldwork	Within two (2) weeks and three (3) days from the completed fieldwork	Beyond two (2) weeks and three (3) days from fieldwork	
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%	
			Quality	Comprehensive list of collected specimens with no error	N/A	N/A	N/A	With error	
	Inventory of Collected Specimens from the field	Inventory record accomplished in the field	Timeliness	Within two (2) weeks from the completed fieldwork	Within two (2) weeks and one (1) day from the completed fieldwork	Within two (2) weeks and two (2) days from the completed fieldwork	Within two (2) weeks and three (3) days from the completed fieldwork	Beyond two (2) weeks and three (3) days from fieldwork	
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%	
			Quality	Inventory of Collected Specimens from the field	when the inventory is accomplished after the completed fieldwork	when the inventory is accomplished after the fieldwork	when the inventory is accomplished after the fieldwork	when the inventory is accomplished after the fieldwork	
	Presentation of Results	Powerpoint presentation of fieldwork results or material/laboratory analysis to the division or general public	Timeliness	within fieldwork duration	1 week after the fieldwork	1 week and 1 day after the fieldwork	1 week and 2 days after the fieldwork	1 week and 3 days after the fieldwork	
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%	
			Quality	Non-technical powerpoint presentation	N/A	N/A	N/A	N/A	
	CCL	Condition report	Accepted condition report within three months after the fieldwork	Timeliness	Within 3 weeks from the date the fieldwork was finished	Within 3 weeks from the date the fieldwork was finished	Within 3 weeks and two days from the date the fieldwork was finished	Within 3 weeks and 5 days from the date the fieldwork was finished	Within 4 weeks from the date the fieldwork was finished
				Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
				Quality	completed and accomplished beyond the objective per travel outside the Philippines	completed and accomplished exactly the objective per travel order outside the Philippines	completed and accomplished beyond the objective per travel order within the Philippines	completed and accomplished exactly the objective per travel order within the Philippines	did not complete the fieldwork
			Timeliness	Within three (3) months	Within four (4) months	Within five (5) months	Within six (6) months	beyond six months	

B. EDUCATIONAL PROGRAM

Output	Success Indicator (Target + Measure)	STANDARDS						
		5	4	3	2	1		
Museum Educational Program	Museum Educational Program approved within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%	
		Quality	Museum Educational Program approved for implementation	Museum Educational Program submitted but with minor revision	Museum Educational Program submitted but with major revision	Museum Educational Program submitted for approval	Submission of draft/proposal for Museum Educational Program	
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days	
Tour/Show Script	Tour/Show Script approved for production within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%	
		Quality	Tour/Show Script approved for production	Tour/Show Script submitted but with minor revision	Tour/Show Script submitted but with major revision	Tour/Show Script submitted for approval	Submission of draft script for tour/show	
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days	
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

PLANETARIUM	Educational Program Kit	Educational Program Kit provided to group tour coordinators two (2) weeks before the tour	Quality	Complete Educational Program Kit provided to group tour coordinators	N/A	N/A	N/A	Incomplete Educational Program Kit provided to group tour coordinators
			Timeliness	Within two (2) weeks before the tour	N/A	N/A	N/A	On the day of the scheduled tour
	Planetarium shows/Outreach Programs (Mobile Planetarium)	Report on clients responses within a week after the show	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	unsolicited written commendation from clients; or with Excellent evaluation	unsolicited written favorable response from clients; or with Very Satisfactory evaluation	Satisfied clients (with no written response) ; or with Satisfactory evaluation	unsatisfied clients with three or four responses; or with Unsatisfactory evaluation	unsatisfied clients with five or more responses; or with Poor evaluation
			Timeliness	within a week	within one and a half weeks	within two weeks	within two and a half weeks	within three weeks
	Guides/Ushers visitors	Report on clients responses within a week after the visit	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	unsolicited written commendation from clients; or with Excellent evaluation	unsolicited written favorable response from clients; or with Very Satisfactory evaluation	Satisfied clients (with no written response) ; or with Satisfactory evaluation	unsatisfied clients with three or four responses; or with Unsatisfactory evaluation	unsatisfied clients with five or more responses; or with Poor evaluation
			Timeliness	within a week	within one and a half weeks	within two weeks	within two and a half weeks	within three weeks
	Booking/ reservations of tours	Complete documents one week before the tour	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	all transactions were coordinated properly; no complaints	N/A	N/A	N/A	with major complaints
			Timeliness	one week before the tour	N/A	N/A	N/A	two weeks before the tour

C. EXHIBITIONS

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Exhibit Proposal	Exhibit Proposal approved for implementation within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Exhibit Proposal approved for implementation	Exhibit Proposal submitted but with minor revision	Exhibit Proposal submitted but with major revision	Exhibit Proposal submitted for approval	Submission of draft Exhibit Proposal
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Exhibit	Exhibit launched for public viewing within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Exhibit launched for public viewing	Exhibit ready for public viewing	Exhibit with complete specimens/items	Exhibit with incomplete specimens/items	N/A
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

Exhibit Manual/Catalogue Design	Exhibit Manual/Catalogue Design approved for publication within six (6) months	Quality	Exhibit Manual/Catalogue Design approved for publication	Exhibit Manual/Catalogue Design submitted but with minor revision	Exhibit Manual/Catalogue Design submitted but with major revision	Exhibit Manual/Catalogue Design submitted for approval	Draft Exhibit Manual/Catalogue Design submitted
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Specimen Status/Condition Report	Status/Condition Report of Specimen for exhibition submitted within the day of assessment	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Specimen Status/Condition Report submitted	Specimen Status/Condition Report completely prepared	Specimen Status/Condition Report partially prepared	Specimen Status/Condition Report prepared	Incomplete Specimen Status/Condition Report
Photographed/Illustrated Specimens/Items	Specimens/Items photographed two (2) weeks before the scheduled exhibition/ Specimens/Items/illustrated one (1) month before the scheduled exhibition	Timeliness	Within the day of assessment	N/A	N/A	N/A	N/A
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Label/Text for Specimens	Label/Text for specimens prepared one (1) month before the scheduled exhibition	Quality	Specimens Label/Text prepared	N/A	N/A	N/A	Incomplete specimens label/text prepared
		Timeliness	Prepared one (1) month before the scheduled exhibition	Prepared two (2) weeks before the scheduled exhibition	Prepared one (1) week before the scheduled exhibition	Prepared three (3) days before the scheduled exhibition	Prepared two (2) days before the scheduled exhibition
Report of Completed Exhibition	Report of Completed Exhibition approved	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Report of Completed Exhibition approved	Report of Completed Exhibition submitted	Report of Completed Exhibition prepared	Incomplete Report of Completed Exhibition prepared	N/A
Exhibit Proposal (Concept, design, catalogue)	Exhibit Proposal accepted (concept, design, and catalogue)	Timeliness	Within two (2) weeks from the completed exhibition	Within two (2) weeks and one (1) day from the completed exhibition	Within two (2) weeks and two (2) days from the completed exhibition	Within two (2) weeks and three (3) days from the completed exhibition	Beyond two (2) weeks and three (3) days from the completed exhibition
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Exhibit	Exhibit launched and accomplished Report of Completion	Quality	Exhibit Proposal accepted	Exhibit Proposal submitted but with minor revision	Exhibit Proposal submitted but with major revision	Rejected Exhibit Proposal	Failed to submit an exhibit proposal
		Timeliness	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months
Delivery & Receipt Forms for loans	Prepared with no error, 1 day after receipt	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	1 day after receipt	2 days after receipt	3 days after receipt	4 days after receipt	Beyond 5 days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

ARCHAEOLOGY

ARTS	Ingress	100% of works displayed: proper handling of artworks, professional quality presentation, complete wall text, accurate captions	Quality	works displayed: proper handling of artworks, professional quality presentation, complete wall text, accurate captions	works displayed: proper handling of artworks, professional quality presentation, minor errors in wall text and captions	works displayed: proper handling of artworks, professional to acceptable quality presentation, minor errors in wall text and captions	incomplete works displayed; improper or poor handling of artworks, acceptable quality presentation, major errors in wall text and captions	incomplete works displayed: improper or poor handling of artworks, unacceptable presentation, major errors in wall text and captions
			Timeliness	before opening	before opening	before opening	before opening	before opening
	Exhibition Opening & Duration	Launched on target date, constant monitoring, with no or minor revisions after launch, no negative feedback	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	no or minor revisions after launch, constant monitoring, no negative feedback	some major revisions after launch, constant monitoring, no negative feedback	some minor revisions after launch, irregular monitoring, some negative feedback	some minor revisions after launch, irregular or no monitoring, lots of negative feedback	lots of major revisions after launch, no monitoring, lots of negative feedback
			Timeliness	on target date	on target date	on target date	beyond target date	beyond target date
	Egress	100% of works taken down: proper handling of artworks, seamless renovation/restoration of gallery	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	works taken down, proper handling of artworks, seamless renovation/restoration of gallery	works taken down, proper handling of artworks, acceptable renovation/restoration of gallery	works taken down, proper handling of artworks, unacceptable renovation/restoration of gallery	some works not taken down, improper handling of artworks, no renovation/restoration	a lot of works not taken down, improper handling of artworks, no renovation/restoration
			Timeliness	before ingress of next exhibit	before ingress of next exhibit	before ingress of next exhibit	after ingress of next exhibit	after ingress of next exhibit
	Report of Completed Exhibition	Complete and professional standard report submitted within two (2) weeks from the completed exhibition	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	Complete and professional standard report submitted	Completed and acceptable report submitted	Acceptable report with some minor details lacking	Acceptable report with major details lacking	Unacceptable report
			Timeliness	Within two (2) weeks from the completed exhibition	Within two (2) weeks and one (1) day from the completed exhibition	Within two (2) weeks and two (2) days from the completed exhibition	Within two (2) weeks and three (3) days from the completed exhibition	Beyond two (2) weeks and three (3) days from the completed exhibition

D. COLLECTION MAINTENANCE

Output	Success Indicator (Target + Measure)		STANDARDS				
			5	4	3	2	1
Acknowledgement Receipt for loaned and/or donated collections	Acknowledgement Receipt for loaned and/or donated collections prepared with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	1 day after receipt	2 days after receipt	3 days after receipt	4 days after receipt	Beyond 5 days
Inventory/Listing of Collections/Specimens	Complete Inventory/Listing of Collections/Specimens with provenance within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Complete Inventory/Listing of Collections/Specimens with complete provenance	Complete Inventory/Listing of Collections/Specimens with partial provenance	Complete Inventory/Listing of Collections/Specimens	Incomplete Inventory/Listing of Collections/Specimens	N/A
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Catalogue Design for Collections	Catalogue Design for Collections approved for publication within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Catalogue design for collections approved for publication	Catalogue design for collections submitted but with minor revision	Catalogue design for collections submitted but with major revision	Catalogue design for collections submitted for approval	N/A

		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Annotated Collections/Specimens	Annotated Collections/Specimens within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Condition/Status Report of Collections	Condition/Status Report of Collections submitted within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Condition/Status Report of Collections submitted	Condition/Status Report of Collections completely prepared	Condition/Status Report of Collections partially prepared	Condition/Status Report of Collections prepared	Outline of Condition/Status Report of Collections submitted
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Database of Collections/Specimens	Updated Database of Collections/Specimens within 6 months with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Updated Database of Collections/Specimens with no error	N/A	N/A	N/A	Updated Database of Collections/Specimens with error
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Labeled/Relabeled Collections/Specimens	Labeled/Relabeled Collections/Specimens within 6 months with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Labeled/Relabeled Collections/Specimens with no error	N/A	N/A	N/A	Labeled/Relabeled Collections/Specimens with error
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Sorted/Organized Specimens	Sorted/Organized Specimens within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Sorted/Organized Specimens	N/A	N/A	N/A	Non-sorting/non-organization of specimens
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Cleaned Collections/Specimens	Cleaned Collections/Specimens within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Cleaned Collections/Specimens	N/A	N/A	N/A	Non-cleaning of collections/specimens
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Accessioned Collections/Specimens	Accessioned Collections/Specimens within 6 months with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Accessioned Collections/Specimens with no error	N/A	N/A	N/A	Accessioned Collections/specimens with error
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Stored/Distributed Collections/Specimens	Stored/Distributed Collections/Specimens in Division's storage within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Collections/Specimens stored/distributed in Division's storage	N/A	N/A	N/A	Non-storage/non-distribution of collections/specimens
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Casting and replication, and Restoration (Unit Rating)	Replica produced and materials restored	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Replica produced and materials restored	Replica produced and materials restored	Replica produced and materials restored	Replica produced and materials restored	No replica produced and no materials restored
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Inventory of Artworks	Daily Report of Progress (while inventory is ongoing); Professional standard Accomplishment Report (after inventory)	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	DRP submitted regularly; professional standard Accomplishment Report submitted	Missed submitting DRP less than 3 times; professional standard Accomplishment report submitted	Missed submitting DRP less than 3 times; acceptable Accomplishment Report submitted	Missed submitting DRP more than 3 times; acceptable Accomplishment Report submitted	Missed submitting DRP more than 3 times; unacceptable or no Accomplishment Report submitted
		Timeliness	on or before deadline	on or before deadline	on or before deadline	after deadline	after deadline
Risk Assessment /Monitoring of Galleries	Checklist accomplished daily (*excusable if on other official business)	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Checklist accomplished	Checklist accomplished	Checklist accomplished	Checklist accomplished	not accomplished
		Timeliness	daily	less than 3 days missed (unexcused)	less than 6 days missed (unexcused)	more than 5 days missed (unexcused)	NA

ARTIS

E. CONSERVATION AND PRESERVATION

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Status Report of Conserved Specimens	Status Report of Conserved Specimens submitted within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Status Report of	Status Report of Conserved	Status Report of Conserved	Status Report of Conserved	Incomplete Status Report of Conserved
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Report/List of Mounted Specimens	Report/List of correctly mounted specimens within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Correctly Mounted	N/A	N/A	N/A	Incomplete Report/List of mounted
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Status Report of Conserved Museum Objects	Status Report of properly conserved museum objects within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Properly conserved museum objects	N/A	N/A	N/A	Incomplete Status Report of Conserved Museum Objects
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
First-aid or preventive conservation	Status Report of Conserved Specimens	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Status Report of Conserved Specimens	Status Report of Conserved Specimens	Status Report of Conserved Specimens	Status Report of Conserved Specimens	Failure to submit status report of conserved specimens
		Timeliness	Within 6 months	N/A	N/A	N/A	N/A
Logbook of preventively conserved special museum exhibitions, permanent galleries, and moveable objects	Logbook of preventively conserved for the past three months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	accepted with positive comments per entry in the logbook	accepted per entry in the logbook	partially accepted per entry in the logbook	partially conducted preventive conservation	did not conduct preventive conservation
		Timeliness	within 3 months	within 4 months	within 5 months	within 6 months	Beyond 6 months
Logbook of conserved moveable objects	list of conserved moveable objects	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	accepted with positive comments per entry in the logbook	accepted per entry in the logbook	partially accepted per entry in the logbook	partially conducted conservation	did not conduct conservation
		Timeliness	Within three (3) months	Within four (4) months	Within five (5) months	Within six (6) months	beyond six months

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CCL

F. MAINTENANCE OF NM PROPERTIES

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum	Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum submitted within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum submitted	Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum prepared	Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum partially prepared	Comprehensive Status Report of Building/Gallery/NM Regional/Area/Site Museum prepared	Incomplete Status Report of Building/Gallery/NM Regional/Area/Site Museum

PLANET	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery submitted within 6 months	Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery submitted	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery prepared	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery partially prepared	Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery prepared	Incomplete Report of Constructed/Renovated/Restored/Repaired Exhibit/Gallery
	Maintenance of documents, equipment, and facilities		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	properly maintained with acceptable report on the status	properly maintained with acceptable listing or inventory	properly maintained without report or listings	unacceptable maintenance	without maintenance
CCL	Report on estimated conservation materials	Approved report on estimated conservation materials	Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
			Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	Approved estimates	submitted estimates without corrections	submitted estimates with corrections and/or comments	prepared estimates	did not submit estimates
			Timeliness	submitted within 3 months	submitted within 4 months	submitted within 5 months	submitted within 6 months	beyond 6 months

G. INFORMATION DISSEMINATION CAMPAIGN

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Powerpoint Presentation for a Conference/Seminar/Training/Workshop/Symposium	Powerpoint presentation completely organized and prepared two (2) months before the activity	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Completely organized and prepared	N/A	N/A	N/A	With more than 1 error
		Timeliness	Completely organized and prepared two (2) months before the activity	Completely organized and prepared one (1) month before the activity	Completely organized and prepared three (3) weeks before the activity	Completely organized and prepared two (2) weeks before the activity	Completely organized and prepared one (1) week before the activity
Certificates Issued to Participants for the Echo-Seminar/Training/Seminar/Lecture conducted/organized	Certificate of Echo-Seminar/Training/Seminar/Lecture prepared with no error 1 day before the program (for a 1 day program) or 1 day before the last day of the program schedule (for 2 or more days)	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	with positive remarks	accepted certificate	with minor (typo) errors	incomplete certificate	no certificate issued
		Timeliness	1 day before the last day of the program schedule (for 2 or more days program)	N/A	During the last day of the program schedule	N/A	After the last day of the the program schedule
Written Report on Conference/Seminar/Training/Workshop/Symposium Attended/Conducted	Approved Written Report on Conference/Seminar/Training/Workshop/Symposium Attended/Conducted	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved Written Report on Conference/Seminar/Training/Workshop/Symposium Attended/Conducted	Written Report submitted for Conference/Seminar/ Training/Workshop/Symposium Attended/Conducted	Written Report for Conference/Seminar/ Training/Workshop/Symposium Attended/Conducted partially prepared	Written Report for Conference/Seminar/ Training/Workshop/Symposium Attended/Conducted prepared	Incomplete Written Report
		Timeliness	5 days after the activity	6 days after the activity	7 days after the activity	8 days after the activity	Beyond 8 days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

Press Release	Press Release issued to newspaper firm/broadcast media or posted in social media within six (6) months	Quality	Press Release issued to newspaper firm/broadcast media or posted in social media	Press release approved by the Office of the Director	Press release submitted but with minor revision	Press release submitted but with major revision	Incomplete Press Release
		Timeliness	Within six (6) months	N/A	N/A	N/A	Beyond six (6) months

H. TECHNICAL ASSISTANCE

Output	Success Indicator (Target + Measure)		STANDARDS				
			5	4	3	2	1
Certification or Verification Slip Issued	Certification or Verification Slip issued within three (3) days for identified or verified specimens	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within three (3) days	N/A	N/A	N/A	Beyond three (3) days
Write-up for the Official Interview	Published Write-up for the Official Interview within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Published Write-up for the Official Interview	N/A	Write-up provided to the Agency for the Official Interview	N/A	Non-provision of write-up to the Agency for the Official Interview
		Timeliness	Within six (6) months	N/A	N/A	N/A	Beyond six (6) months
Report of Outstanding Evaluation from tallied evaluation/survey form accomplished by the guided visitors	Report of Outstanding Evaluation from tallied evaluation/survey form accomplished by the guided visitors within one (1) month	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Report of Outstanding Evaluation from tallied evaluation/survey form accomplished by the guided visitors	Report of Very Satisfactory Evaluation from tallied evaluation/survey form accomplished by the guided visitors	Report of Satisfactory Evaluation from tallied evaluation/survey form accomplished by the guided visitors	Report of Poor Evaluation from tallied evaluation/survey form accomplished by the guided visitors	Incomplete Report of Evaluation from tallied evaluation/survey form accomplished by the guided visitors
		Timeliness	Within one (1) month	Within one (1) month and one (1) day	Within one (1) month and two (2) days	Within one (1) month and three (3) day	Beyond one (1) month and three (3) days
Coordination with other agencies/entities		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	successfully coordinated with other agencies with 2 favorable responses	properly coordinated with other agencies with favorable response	properly coordinated with other agencies	insufficient coordination with other agencies	non-coordination with other agencies
		Timeliness					
Establishment of linkages with other agencies/entities		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	successfully established linkages with other agencies with 2 favorable responses	properly established linkages with other agencies with favorable response	properly established linkages with other agencies	insufficient establishment of linkages with other agencies	failed to establish linkages with other agencies
		Timeliness					
On-the-Job Training of students		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	average performance rating of trainees is Outstanding	average performance rating of trainees is Very Satisfactory	average performance rating of trainees is Satisfactory	average performance rating of trainees is Unsatisfactory	average performance rating of trainees is Poor
		Timeliness					
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

PLANETARIUM

	Public service (provides information, interviews, thesis advising)	written evaluation from clients	Quality	Excellent (from clients)	Very Satisfactory (from clients)	Satisfactory (from clients)	Unsatisfactory (from clients)	Poor (from clients)
			Timeliness					
CCL	Training, workshops, and Technical Assistance	Conducted /attended training/workshop per attendance sheet and /or certificate of appearance/attendance	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	speaker outside the Philippines or with generally foreign participants	participant outside the Philippines or with generally foreign participants	speaker within the Philippines	participant within the Philippines	did not conduct/attend any training/workshop
			Timeliness	conducted within 3 months	conducted within 4 months	conducted within 5 months	conducted within 6 months	conducted beyond 6 months
ARCHAEO	Technical Assistance	Technical assistance extended to LGUs, NGO's, and GO's requests for technical information and site verifications and inspections	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
			Quality	Technical assistance extended	N/A	N/A	N/A	Failure to give technical information and assistance
			Timeliness	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months

I. ARTWORKS AND PHOTOGRAPHY

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Scientific Illustration/Artwork/Photograph	Scientific Illustration/Artwork/Photograph accepted for publication in scientific journal or scientific publication within six (6) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Scientific Illustration/Artwork/Photograph accepted for publication in scientific journal or scientific publication	Scientific Illustration/Artwork/Photograph approved by the Office of the Director for publication	Scientific Illustration/Artwork/Photograph approved by the Division Head for endorsement to the Office of the Director	Scientific Illustration/Artwork/Photograph with complete documentations	Non-submission of Scientific Illustration/Artwork/ Photograph
		Timeliness	Within six (6) months				Beyond six (6) months

J. DOCUMENTATION AND OTHER SERVICES

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Proposal for Logistical Operation of Museum Events and Activities	Proposal for Logistical Operation of Museum Events and Activities approved for implementation within 6 months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Proposal for Logistical Operation of Museum Events and Activities approved for implementation	Proposal submitted with minor revision	Proposal submitted with major revision	Proposal submitted for approval	Non-submission of Proposal
		Timeliness					

		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Report of Audio-Visual Services	Report of Audio-Visual Services submitted within one (1) week after the provided service	Quality	Report of Audio-Visual Services submitted	Report of Audio-Visual Services prepared	Report of Audio-Visual Services partially prepared	Report of Audio-Visual Services prepared	Incomplete Report of Audio-Visual Services
		Timeliness	Within one (1) week after the provided service	Within one (1) week and one (1) day after the provided service	Within one (1) week and two (2) days after the provided service	Within one (1) week and three (3) days after the provided service	Beyond one (1) week and three (3) days after the provided service

II. CULTURAL PROPERTIES PROTECTION AND PRESERVATION SERVICES
A. PROTECTION AND PRESERVATION OF CULTURAL SITES

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Certificate of Registration for Documented and Registered Cultural Property	Certificate of Registration for Documented and Registered Cultural Property within one (1) week	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within one (1) week	N/A	N/A	N/A	Beyond one (1) week
Certificate of Declaration for Cultural Property, National Cultural Treasure, and Important Cultural Property	Certificate of Declaration for Cultural Property, National Cultural Treasure, and Important Cultural Property within three (3) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within three (months)	N/A	N/A	N/A	Beyond three (3) months
Status Report of Regulated and Monitored Movable/Immovable Cultural Properties	Status Report of Regulated and Monitored Immovable Cultural Properties submitted within two (2) weeks	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Status Report of Regulated and Monitored Immovable Cultural Properties submitted	Status Report of Regulated and Monitored Immovable Cultural Properties completely prepared	Status Report of Regulated and Monitored Immovable Cultural Properties partially prepared	Status Report of Regulated and Monitored Immovable Cultural Properties prepared	Incomplete Status Report of Regulated and Monitored Immovable Cultural Properties
		Timeliness	Within two (2) weeks	Within two (2) weeks and one (1) day	Within two (2) weeks and two (2) days	Within two (2) weeks and three (3) days	Beyond two (2) weeks and three (3) days
Conservation Report of Movable/Immovable Cultural Properties	Conservation Report of Immovable Cultural Properties submitted within two (2) weeks	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Conservation Report of Immovable Cultural Properties submitted	Conservation Report of Immovable Cultural Properties completely prepared	Conservation Report of Immovable Cultural Properties partially prepared	Conservation Report of Immovable Cultural Properties prepared	Non-submission of Conservation Report of Immovable Cultural Properties
		Timeliness	Within two (2) weeks	Within two (2) weeks and one (1) day	Within two (2) weeks and two (2) days	Within two (2) weeks and three (3) days	Beyond two (2) weeks and three (3) days
Preservation Report of Movable/Immovable Cultural Properties	Preservation Report of Immovable Cultural Properties submitted within two (2) weeks	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Preservation Report of Immovable Cultural Properties submitted	Preservation Report of Immovable Cultural Properties completely prepared	Preservation Report of Immovable Cultural Properties partially prepared	Preservation Report of Immovable Cultural Properties prepared	Non-submission of Preservation Report of Immovable Cultural Properties
		Timeliness	Within two (2) weeks	Within two (2) weeks and one (1) day	Within two (2) weeks and two (2) days	Within two (2) weeks and three (3) days	Beyond two (2) weeks and three (3) days
Architectural/Structural Design Plan	Approved Architectural/Structural Design Plan within three (3) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Architectural/Structural Design Plan approved for implementation	Architectural/Structural Design Plan submitted but with minor revision	Architectural/Structural Design Plan submitted but with major revision	Architectural/Structural Design Plan submitted for approval	Non-submission of Architectural/Structural Design Plan
		Timeliness	Within three (3) months	Within three (3) months and one (1) day	Within three (3) months and two (2) days	Within three (3) months and three (3) day	Beyond three (3) months and three (3) days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

Progress Report on Projects	Progress Report on Projects submitted within one (1) month	Quality	Progress Report on Projects submitted	Progress Report on Projects completely prepared	Progress/Terminal Report on Projects partially prepared	Progress/Terminal Report on Projects prepared	Incomplete Progress/Terminal Report on Projects
		Timeliness	Within one (1) month	Within one (1) month and one (1) day	Within one (1) month and two (2) days	Within one (1) month and three (3) day	Beyond one (1) month and three (3) days
Terminal Report on Projects	Progress/Terminal Report on Projects submitted within two (2) months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Progress/Terminal Report on Projects submitted	Progress/Terminal Report on Projects completely prepared	Progress/Terminal Report on Projects partially prepared	Progress/Terminal Report on Projects prepared	Incomplete Progress/Terminal Report on Projects
Construction Project Accomplishment Report	Construction Project Accomplishment Report submitted within one (1) week	Timeliness	Within two (2) months	Within two (2) months and one (1) day	Within two (2) months and two (2) days	Within two (2) months and three (3) days	Beyond two (2) months and three (3) days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Report of Renovated/Rehabilitated NM Regional/Area/Site Museum	Report of Renovated/Rehabilitated NM Regional/Area/Site Museum submitted within one (1) week	Quality	Construction Project Accomplishment Report submitted	Construction Project Accomplishment Report completely prepared	Construction Project Accomplishment Report partially prepared	Construction Project Accomplishment Report prepared	Incomplete Report of Construction Project Accomplishment
		Timeliness	Within one (1) week	Within one (1) week and one (1) day	Within one (1) weeks and two (2) days	Within one (1) week and three (3) days	Beyond one (1) week and three (3) days
Report of Preserved Cultural Properties/NM Regional/Area/Site Museum	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum submitted within one (1) week	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Report of Renovated/Rehabilitated NM Regional/Area/Site Museum submitted	Report of Renovated/Rehabilitated NM Regional/Area/Site Museum completely prepared	Report of Renovated/Rehabilitated NM Regional/Area/Site Museum partially prepared	Report of Renovated/Rehabilitated NM Regional/Area/Site Museum prepared	Incomplete Report of Renovated/Rehabilitated NM Regional/Area/Site Museum
Report of Preserved Cultural Properties/NM Regional/Area/Site Museum	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum submitted within one (1) week	Timeliness	Within one (1) week	Within one (1) week and one (1) day	Within one (1) weeks and two (2) day	Within one (1) week and three (3) days	Beyond one (1) week and three (3) days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Report of Preserved Cultural Properties/NM Regional/Area/Site Museum	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum submitted within one (1) week	Quality	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum submitted	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum completely prepared	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum partially prepared	Report of Preserved Cultural Properties/NM Regional/Area/Site Museum prepared	Incomplete Report of Preserved Cultural Properties/NM Regional/Area/Site Museum
		Timeliness	Within one (1) week	Within one (1) week and one (1) day	Within one (1) weeks and two (2) days	Within one (1) week and three (3) days	Beyond one (1) week and three (3) days

B. PUBLIC SERVICE

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Permit/License/Certificate/ Authorization/Legal Document Issued	Permit/License/Certificate/Authorization/Legal Document with no error issued within one (1) week	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	With no error				With error
		Timeliness	Within one (1) week	Within one (1) week and one (1) day	Within one (1) weeks and two (2) days	Within one (1) week and three (3) days	Beyond one (1) week and three (3) days
Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage	Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage submitted within one (1) week	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage submitted	Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage completely prepared	Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage partially prepared	Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage prepared	Non-submission of Report of Coordination with Government Agency/Non-Government Organization in the Protection and Preservation of of Filipino Heritage

		Timeliness	Within one (1) week	Within one (1) week and one (1) day	Within one (1) weeks and two (2) days	Within one (1) week and three (3) days	Beyond one (1) week and three (3) days
Certificate/Identification Card Issued to Cultural Deputy/NMRA and other positions	Certificate/Identification Card to Cultural Deputy/NMRA and other positions with no error issued within one (1) month	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	With no error				With error
		Timeliness	Within one (1) month	Within one (1) month and one (1) day	Within one (1) month and two (2) days	Within one (1) month and three (3) day	Beyond one (1) month and three (3) days

III. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES

A. Finance and Administrative Proper

Output	Success Indicator (Target + Measure)	STANDARDS					
Office policy/guidelines	Office Policies/guidelines prepared with no error within 1 month	Quantity	100%			0%	
		Quality	No error	1 to 5 errors	6 to 11 errors	12 to 17 errors	more than 17 errors
		Timeliness	Within 1 month				Beyond 1 month
Financial documents prepared and processed	Financial documents prepared and processed within a month	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	1 to 5 errors	6 to 11 errors	12 to 17 errors	more than 17 errors
		Timeliness	Within a month				Beyond 1 month
Administrative documents prepared and processed	Administrative documents prepared and processed within a day/month	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	1 to 5 errors	6 to 11 errors	12 to 17 errors	more than 17 errors
		Timeliness	Within a day/month				Beyond a day/month
Updated database	Updated database with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	With no error	N/A	N/A	N/A	With error
		Timeliness	Within a month				More than 1 month
Financial Statements	Statement of Financial Position prepared with no error at the end of each quarter and within 30 days after the end of January the following year	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	No error	N/A		with minor error	with major error
		Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year
	Statement of Financial Performance prepared with no error at the end of each quarter and within 30 days after the end of January the following year	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	No error	N/A		with minor error	with major error
		Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year
	Statement of Cash Flow prepared with no error at the end of each quarter and within 30 days after the end of January the following year (for	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	No error	N/A		with minor error	with major error
		Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year
	Statement of Comparison of Budget and Actual Amount prepared with no error at the end of each quarter and within 30 days after the end of	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	No error	N/A		with minor error	with major error
		Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year
Statement of changes in Net Assets/Equity prepared with no error at the end of each quarter and within 30 days after the end of January the	Quantity	100%	90-99%	80-89%	70-79%	Below 70%	
	Quality	No error	N/A		with minor error	with major error	
	Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year	
Notes to Financial Statements prepared with no error within 30 days after the end of January the following year (for COA).	Quantity	100%	90-99%	80-89%	70-79%	Below 70%	
	Quality	No error	N/A		with minor error	with major error	
	Timeliness	after the end of January of the following year	5 D after the end of January the following year	10 D after the end of January the following year	15 D after the end of January the following year	15 D beyond the end of January the following year	
Financial Status	Financial Status of Projects (General Fund and Special Projects Fund)	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	No error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 3 major errors

	prepared with no error upon receipt of	Timeliness	30 minutes	1 hour	1 hour 30 mins	2 hours	beyond 2 hours
PPMP	Receive, segregate, summarize and evaluate expense in accordance with UACS not later than October 24 of each year.	Quantity	PPMP Submitted				
		Quality	No error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 3 major errors
		Timeliness	not later than Oct. 24 of each year	1 weeks after Oct. 24 of each year	2 weeks after Oct. 24 of each year	3 weeks after Oct. 24 of each year	1 month or more after Oct. 24 of each year
	Evaluate supplemental ppmp within 2 days	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
Quality		No error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 3 major errors	
Timeliness		within 2 WD	N/A			beyond 2 WD	
Budget Proposal	Prepare forward estimates - TIER 1 with funding requirements for two year plan	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	N/A				
		Timeliness	1st quarter of the year	N/A			beyond 1st quarter
	Online submission of actual obligations	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	N/A				
		Timeliness	Not later than March 1	N/A			beyond March 1
	Submit Budget Estimate original proposal to DBM tier 2 (hard copy) within 29 days after TBH of TIER 1	Quantity	BUDGET ESTIMATE SUBMITTED				
		Quality	N/A				
		Timeliness	within 29 WD after TBH of TIER 1	N/A			beyond 29 WD
	Online submission of budget estimates within 1 month after issuance of ceiling	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
Quality		N/A					
Timeliness		within 1 month	N/A			beyond 1 month	
Passenger Transported	Passenger transported without accident and delay on schedule	Quantity	100%	n/a	n/a	n/a	0%
		Quality	No accident and no delay	n/a	n/a	n/a	With accident or with delay
		Timeliness	On schedule	1 hour late from scheduled time of arrival	2 hours late from scheduled time of arrival	3 hours late from scheduled time of arrival	4 hours or more late from scheduled time of arrival
Property Transported	Property transported with no damage on schedule	Quantity	100%	n/a	n/a	n/a	0%
		Quality	No accident and no delay	n/a	n/a	n/a	With accident or with delay
		Timeliness	On schedule	1 hour late from scheduled time of arrival	2 hours late from scheduled time of arrival	3 hours late from scheduled time of arrival	4 hours or more late from scheduled time of arrival
Vehicle Repaired	Vehicle repaired with no error on schedule	Quantity	76% to 100%	51% to 75%	26% to 50%	1% to 25%	0%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within 2 days	2 days and 2 hours	2 days and 3 hours	2 days and 4 hours	Beyond 2 days and 4 hours
Salary Payroll	Payroll with no error prepared every 15th and 30th day of the month	Quantity	N/A	N/A	N/A	N/A	N/A
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Every 15th and 30th day of the month	Within 1 day after	Within 2 days after	Within 3 days after	More than 3 days after
Disbursement Vouchers	Each Disbursement Voucher with no error prepared/processed within 30 minutes upon receipt of complete	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within 30 minutes	Within 35 minutes	Within 40 minutes	Within 45 minutes	Beyond 45 minutes
Leave Card	Leave Cards updated with no error on the 25th working day of the ensuing month	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Every 25th working day of the ensuing month	Within 1 day after	Within 2 days after	Within 3 days after	More than 3 days after
Training/Seminar/Lecture/Orientation/Information Dissemination Kit	Training/Seminar/Lecture/Orientation/Information Dissemination Kits prepared within 2 working days before	Quantity	100%	N/A	N/A	N/A	Below 100%
		Quality	No error	With 1-2 errors	With 3-4 errors	With 5 errors	With more than 5 errors
		Timeliness	Within 2 working days	N/A	Within 1 working day	N/A	On the day of the scheduled program
Certificate of Training/Seminar/Lecture/Orientation	Certificate of Training/Seminar/Lecture/Orientation	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	N/A	N/A	N/A	With more than 1 error

Certificate of Training/Seminar/Lecture/Orientation	prepared with no error 1 day before the program (for a 1 day program) or 1 day before the last day of the program schedule (for 2 or more days program): -Certificate of Completion; Certificate of	Timeliness	1 day before the program (for a 1 day program) or 1 day before the last day of the program schedule (for 2 or more days program)	N/A	During the last day of the program schedule	N/A	After the last day of the program schedule
Technical assistance	Technical assistance provided to NM Committees with tangible output	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	With tangible output	N/A	N/A	N/A	Without tangible output
		Timeliness	Within 30 seconds	Within 33 seconds	Within 36 seconds	Within 39 seconds	Beyond 39 seconds
	Technical assistance provided to walk-in and phone-in clients with no negative feedback	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No negative feedback	N/A	N/A	N/A	With negative feedback
		Timeliness	Within 30 seconds	Within 33 seconds	Within 36 seconds	Within 39 seconds	Beyond 39 seconds
Documents/Records/Equipment Maintained	Properly maintained documents/records/equipment	Quantity	100%	N/A	N/A	N/A	Below 100%
		Quality	Properly maintained	-	-	-	-
		Timeliness	Within a month	-	-	-	More than 1 month
Updated Inventory of Equipment/Supplies/Collections	Updated inventory of equipment/supplies/collections with no error	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	with no error	-	-	-	with error
		Timeliness	Within a month	-	-	-	More than 1 month
Addressed Issues and Concerns (COA/CSC/DBM/LAND BANK/GSIS/PAG-IBIG/PHILHEALTH)	Addressed issues and concerns within two (2) weeks	Quantity	100%	N/A	N/A	N/A	Below 100%
		Quality	Completely addressed issues and concerns	-	-	-	-
		Timeliness	Within two (2) weeks	-	-	-	Beyond two (2) weeks
Report	Report with no error prepared within 1 hour	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	No error	With 1-3 minor errors	With 4-6 minor errors	With 1-2 major errors	With more than 2 major errors
		Timeliness	Within 1 hour	1 hour and 6 minutes	1 hour and 12 minutes	1 hour and 18 minutes	Beyond 1 hour and 18 minutes

B. Information and Communications Technology (ICT) Support

Output	Success Indicator (Target + Measure)		STANDARDS				
			5	4	3	2	1
Computer systems (hardware and software), peripheral components and network equipment	Properly troubleshoot and repaired computer systems (hardware and software), peripheral components and network equipment within 1 to 2 days	Quantity	100%	N/A	N/A	N/A	0%
		Quality	problem found and eliminated	N/A	N/A	N/A	problem not found and eliminated
		Timeliness	within 1 to 2 days	within 3 to 4 days	within 5 to 6 days	within 7 days	more than 1 week
ICT equipment	Regularly monitored and maintained with findings and recommendations within the day	Quantity	100%	N/A	N/A	N/A	0%
		Quality	well-maintained	N/A	N/A	N/A	not properly maintained and monitored
		Timeliness	within 1 to 2 days	within 3 to 4 days	within 5 to 6 days	within 7 days	more than 1 week
Reports/evaluations with recommendations for improvements or upgrade of	Properly evaluated reports/evaluations with recommendations for improvements	Quantity	100%	90-99%	80-89%	70-79%	Below 70%
		Quality	acceptable	N/A	N/A	N/A	unacceptable
		Timeliness	within 1 to 2 days	within 3 to 4 days	within 5 to 6 days	within 7 days	more than 1 week
Website	Properly maintained, improved and updated	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	With no error	N/A	N/A	N/A	With error
		Timeliness	Within a month	N/A	N/A	N/A	More than 1 month
Information System Strategic Plan (ISSP)	Properly prepared / reviewed / recommended and approved ISSP within 2 weeks	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	without corrections	with minimal corrections (not exceeding 5 minor corrections)	with minimal corrections (not exceeding 10 minor corrections)	re-draft (clean draft)	complete revision
		Timeliness	within 2 weeks	within 2 weeks and 3 days	within 3 weeks	within 4 weeks	beyond 1 month

C. Office of the Director and Support to Operations

Output	Success Indicator (Target + Measure)	STANDARDS					
		5	4	3	2	1	
Director IV							
Overall supervision for the functions of the Asst. Director, Acting Asst. Director, Planning and Budget matters,	Effective supervision for the functions of Director III and Acting Asst. Director, Planning, Budget	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approval and effective supervision with memoranda	N/A	N/A	N/A	Non supervision
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Implements the agency programs and management	Effectively drawn and properly planned programs and projects in consonance with the policies of the agency	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approval and effective program supervision with memoranda and written instructions	Approval and effective program supervision with memoranda	NA	NA	Non supervision
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Acts on recommendations submitted by the scientific, technological and administrative personnel	Prompt action to recommendations	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approval with memoranda and written instructions	Approval with memoranda	N/A	N/A	Non response
		Timeliness	Within a week and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days	N/A (to be accomplished in the field)
Reports to NM Board of Trustees and other institutions of the government, stakeholders re museum affairs or cultural heritage	Active attendance to meetings and / or efficient reports	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved reports with responses disseminated	Approved reports	N/A	N/A	Non attendance and no reports
		Timeliness	Within six (6) months	Within six (6) months and (1) day	Within six (6) months and two (2) days	Within six (6) months and three (3) days	Beyond six (6) months and three (3) days
Director III							
Programs and Projects	Efficient assistance to the Director IV in programs and collection management focused on managing development and strengthening the fundamental nexus of the Museum's work .	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Implemented programs	Approved programs	Proposal submitted but with major revision	Rejected Proposal of programs	Non assistance /submission of proposals
		Timeliness	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months
Supervision of NM Divisions	Prompt action admin matters and other documents emanating from Anthropology, Arts, Botany, Geology, Zoology, CCL, MED and Planetarium Division	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approval with memoranda and written instructions	Approval with memoranda	NA	NA	Non response
		Timeliness	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months
Techical advise / assistance in museological training, research and exhibits	Active attendance to requests for technical assistance in the field of museology training and research in natural and social services and other entities in setting up museum	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Accomplishment Report of assistance with certificate	Approved accomplishment Report	Accomplishment Report	NA	Non submission of report

	galleries	Timeliness	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months	Within six (6) months
Representation of the agency and the Director IV in his absence.	Proper and active representation of the agency or the Director IV in his absence.	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Accomplishment Report of representation with certificate	Approved accomplishment Report	Accomplishment Report	N/A	Non representation
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Acting Assistant Director			5	4	3	2	1
Implementation of Programs and Projects by the Acting Asst. Director	Effectively drawn and planned programs and projects in consonance with the policies of the agency for proper implementation.	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Accomplishment Report with recommendation and status	Accomplishment Report recommendation	Accomplishment Report with status	Accomplishment Report	No report of implementation
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Supervision of NM Divisions	Exercises effective general supervision over the ff divisions: CPD, ASMBD, Archaeology and RED	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approval with memoranda and written instructions	Approval with memoranda	N/A	N/A	Non supervision
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Declaration of National Cultural Treasures (NCT) and Important Cultural Properties (ICP)	Executes, properly directs and effectively supervises the proper documentation of cultural properties and well researched declaration of NCT and ICP .	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved NCT and ICP for declaration	Approved documentation and research reports for declarations of NCT and ICP .	Approved documentaion report for declaration of NCT and ICP .	Approved research report for declaration of NCT and ICP .	No documentation or research
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Planning Unit			5	4	3	2	1
Reports for government agencies	Accurate preparation of reports for DepEd / DBM and other government agencies	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved reports with appropriate remarks or recommendation	Approved reports for submission to corresponding govt agency	Approved reports with minor corrections	Approved reports with major corrections	Non submission of report
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Evaluation / monitoring of projects, plans, activities	Properly evaluated and monitored projects and PPA's	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved reports with status and recommendations	Approved reports recommendations	Approved reports with status	Approved reports	Non submission of report
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Linkages with other institutions/agencies/clients	Productive and effective linkages in six months	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved reports on linkages with status and result on cooperation	Approved reports on linkages with recommendation / result	Approved reports on linkages with status	Approved reports on linkages	Non submission of report
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond a month
Planning/Coordination of exhibits/events/activities	Prompt and effective planning/coordination/facilitation	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved report on the implemented planning coordination with status / recommendation	Approved report on the implemented planning coordination with recommendations	Approved report on the implemented planning coordination with status	Approved report	Non submission of report
		Timeliness	Immediate (10-7 days)	N/A	N/A	N/A	Beyond 2 months
Coordination with Divisions on request of clients	Prompt and effective planning/coordination/facilitation	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Approved report on the implemented planning coordination with status / recommendation	Approved report on the implemented planning coordination with recommendations	N/A	N/A	Updated Database of Collections/Specimens with error
		Timeliness	Immediate (2-3 days)	N/A	N/A	N/A	Beyond a month

		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Collation of files and monthly reports for Planning	Efficient collation of files and monthly reports	Quality	Comprehensive review of collated monthly reports with Director's Approval	Comprehensive review of collated monthly reports	Review of collated monthly reports	Collation of monthly reports	Non Collation of reports
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Meetings/fora on agency programs/budget/plans	Active attendance and participation to meetings and budget fora	Quality	Comprehensive report with information dissemination	Comprehensive report with approval from the Director	Comprehensive report submitted	Incomplete report submitted	Non submission of report
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Legal Unit			5	4	3	2	1
MOA/Contracts/Deed of Donations and other legal documents	Properly prepared with no error within 1 day	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	without corrections	with minimal corrections (not exceeding 5 minor corrections)	with minimal corrections (not exceeding 10 minor corrections)	re-draft (clean draft)	complete revision
		Timeliness	Within one day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Draft/Review/recommend the signing of legal documents to Directors	Properly drafted / reviewed / recommended legal documents within 1 day from receipt	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	without corrections	with minimal corrections (not exceeding 5 minor corrections)	with minimal corrections (not exceeding 10 minor corrections)	re-draft (clean draft)	complete revision
		Timeliness	Within one day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Legal advice rendered to Directors / NMBAC / NM Personnel	Duly rendered sound legal advices within 1 day	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	Acceptable	N/A	N/A	N/A	not acceptable
		Timeliness	Within one day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Draft management reply to COA and other legal concerns from other government agencies / NM clients	Duly filed management reply before the scheduled deadline	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	without corrections	with minimal corrections (not exceeding 5 minor corrections)	with minimal corrections (not exceeding 10 minor corrections)	re-draft (clean draft)	complete revision
		Timeliness	7 days before the scheduled deadline	4 days before the scheduled deadline	2 days before the scheduled deadline	on the scheduled deadline	Beyond the deadline
Legal research on pertinent laws, rules and regulations and jurisprudence	Relevant researched reference materials within 1 day	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	Acceptable	N/A	N/A	N/A	not acceptable
		Timeliness	Within 1 day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Representation for the management in different meetings / hearings	Active participation in meetings / hearings with no negative feedback conducted on prescribed dates	Quantity	100%	N/A	N/A	N/A	0%
		Quality	No negative feedback	N/A	N/A	N/A	With negative feedback
		Timeliness	on prescribed date	N/A	N/A	N/A	No participation
Case records management	Cases and documents filed, labeled and maintained within 2 days	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Orderly filed with labels	N/A	N/A	N/A	Not orderly filed, no labels
		Timeliness	Within 2 days	1 to 3 days	4 to 6 days	7 to 10 days	11 days
Communication/letter	Prepared / reviewed Communication / letter with no error within 1 hour	Quantity	100%	N/A	N/A	N/A	0%
		Quality	No error	1 to 3 errors	4 to 6 errors	7 to 10 errors	More than 10 errors

		Timeliness	Within 1 hour	Within 1 hour and 30 minutes	Within 2 hours	Within 2 hours and 30 minutes	Beyond 3 hours
Certificate of No Pending Administrative Case	Prepared/Countersigned/reviewed Certificate of No Pending Administrative Case with no error within 15 minutes	Quantity	100%	N/A	N/A	N/A	0%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within 1 hour	Within 1 hour and 30 minutes	Within 2 hours	Within 2 hours and 30 minutes	Beyond 3 hours
Documents/communication received, routed, and released	Documents/communication received, routed, and released within 1 day with no error	Quantity	100%	90-99%	80-89%	70-79%	below 70%
		Quality	With no minor error	With 1 to 3 minor errors	With 4 to 6 minor errors	With 7 to 10 minor errors or 1 to 2 major errors	With more than 10 minor errors or more than 2 major errors
		Timeliness	Within 1 day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Act as NMBAC Member	Active participation in NMBAC meetings / procurement activities	Quantity	100%	N/A	N/A	N/A	0%
		Quality	No negative feedback	N/A	N/A	N/A	With negative feedback
		Timeliness	on prescribed date	N/A	N/A	N/A	No participation
Notarized MOA/Contracts/Deed of Donations and other legal documents	Duly notarized MOA/Contracts/Deed of Donations and other legal documents within 1 day from receipt	Quantity	100%	N/A	N/A	N/A	0%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within one day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Personal delivery of MOA/Contracts/Deed of Donations and other legal documents for signing	Prompt and efficient delivery of MOA/Contracts/Deed of Donations and other legal documents for signing within 1 day	Quantity	100%	N/A	N/A	N/A	Below 100%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within one day	Within 2 days	within 3 days	within 4 days	beyond 4 days
Accomplishment Report	Monthly Accomplishment Report with no error submitted within the first 5 working days of the ensuing month	Quantity	100%	N/A	N/A	N/A	Below 100%
		Quality	No error	N/A	N/A	N/A	With error
		Timeliness	Within the first 5 working days of the ensuing month	On the 6th working day of the ensuing month	On the 7th working day of the ensuing month	On the 8th working day of the ensuing month	Beyond the 8th working day of the ensuing month
OPCR/IPCR	OPCR/IPCR targets submitted on the 10th day of June/December	Quantity	OPCR/IPCR targets submitted	N/A	N/A	N/A	No OPCR/IPCR targets submitted
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	On the 10th day of June/December	On the 11th day of June/December	On the 12th day of June/December	On the 13th day of June/December	Beyond the 13th day of June/December
OPCR/IPCR	OPCR/IPCR accomplishments submitted on the 10th day of July/January	Quantity	OPCR/IPCR accomplishments submitted	N/A	N/A	N/A	No OPCR/IPCR accomplishments submitted
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	On the 10th day of July/January	On the 11th day of July/January	On the 12th day of July/January	On the 13th day of July/January	Beyond the 13th day of July/January
Support to the Directors and General Administrative			5	4	3	2	1
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%

Organize schedule of activities for Directors IV, III and Acting Assistant Director	Properly organized schedule of activities of Dir. IV, III and Acting Assistant Director	Quality	Organized schedule of activities approved by the Directors with commendation	Organized schedule of activities approved by the Directors	Organize schedule of activities approved by the Directors with minor corrections	Organize schedule of activities approved by the Directors with major corrections	Non submission of Directors schedule
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Prepare documents for Directors IV, III and Acting Assistant Director	Properly prepared documents of Directors IV, III and Acting Assistant Director	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Well prepared documents approved by the Directors with commendation	Prepared documents approved by the Directors	Prepared documents approved by the Directors with minor corrections	Prepared documents approved by the Directors with major corrections	Non-preparation/non-organization of documents
Assist in events / workshop / exhibit / conferences	Efficient assistance for events/workshop/exhibit/conferences	Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Receives/releases official documents for Dir IV,III and Acting Asst. Director	Prompt and efficient distribution of releases from D.O.	Quality	Efficient assistance conducted with survey and commendation results	N/A	N/A	N/A	Non assistance
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Assist in NMBOT meetings	Properly organized documents and efficient assist for NMBOT	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Efficient handling of documents without loss or delay with commendation	Efficient handling of documents without loss or delay	Efficient handling of documents without slight delay	Efficient handling of documents without delay	Delay of document being handled
Compiles list of NM contacts/guestlist for events	Properly compiled and updated list	Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Special guided museum tours for VIP, Government Officials (Local & Foreign)	Guided tours efficiently conducted for NM special guest / VIPs	Quality	Complete organized documents prepared and efficient assist for NMBOT meetings	N/A	N/A	N/A	Incomplete documents and non assistance to NMBOT meetings
		Timeliness	Within 6 months	N/A	N/A	N/A	Beyond 6 months
Assists in meetings for events preparation	Efficient assists in events preparation	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Updated compilation of NM contacts/guestlist approved by the Directors with commendation	Updated compilation of NM contacts/guestlist approved by the Directors	Compilation of NM contacts/guestlist approved by the Directors	Outdated compilation of NM contacts/guestlist	Non Compilation of NM guestlist
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Quality	Guided tours efficiently conducted for NM special guest / VIPs with 3 unsolicited commendations	Guided tours efficiently conducted for NM special guest / VIPs with 2 unsolicited commendations	Guided tours efficiently conducted for NM special guest / VIPs with 1 unsolicited commendations	Guided tours conducted for NM special guest / VIPs	No guided tours conducted
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	Efficiently conducted ushering with 3 unsolicited commendations	Efficiently conducted ushering with 2 unsolicited commendations	Efficiently conducted ushering with 1 unsolicited commendations	Conducted ushering during events at NM	No ushering conducted
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Timeliness	Within a day	Within 2 days	Within 3 days	Within 4 days	Beyond 4 days
		Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Quality	Efficiently conducted ushering with 3 unsolicited commendations	Efficiently conducted ushering with 2 unsolicited commendations	Efficiently conducted ushering with 1 unsolicited commendations	Conducted ushering during events at NM	No ushering conducted
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months
Ushering services during NMFA and NMA events	Prompt and efficient assists during NAG and MFP events	Quantity	100%	90%-99%	80%-89%	70%-79%	Below 70%
		Quality	100%	90%-99%	80%-89%	70%-79%	Below 70%

Receives/records/ prepares/encodes official documents	Efficient and proper handling of official documents	Quality	Efficient handling of documents without loss or delay with commendation	Efficient handling of documents without loss or delay	Efficient handling of documents without slight delay	Efficient handling of documents without delay	Loss of document being handled
		Timeliness	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months

D. Bids and Awards Committee

Output	Success Indicator (Target + Measure)		STANDARDS				
			5	4	3	2	1
APP (proposed/revised as per approved budget/supplemental)	APP accurately prepared and submitted according to schedule	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	no error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 1-2 major errors
		Timeliness	One (1) day after receipt of PPMPs	2 days after receipt of PPMPs	3 days after receipt of PPMPs	4 days after receipt of PPMPs	5 days after receipt of PPMPs
Bid Documents	Properly prepared bid documents and available for issuance to qualified bidders three (3) days after the conduct of Pre- procurement conference (with complete documents)	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	no error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 1-2 major errors
		Timeliness	3 days	3 days and 2.5 hours	3 days and 5 hours hours	3 days and 7 hours	beyond 3 days and 7 hours
Request for Quotation/Abstract of Quotation	Quotations prepared with no error within 30 minutes upon receipt of complete coduments	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	no error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 1-2 major errors
		Timeliness	30 minutes	35 minutes	40 minutes	45 minutes	beyond 45 minutes
Posted advertisements/Invitations, Notifications and Awards	Advertisements/clarifications/awards notices posted accurately in PhilGEPS/NM Website/NM Conspicuous places within 30 mins after receipt of document/s	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	no error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 1-2 major errors
		Timeliness	within 30 mins	35 minutes	40 minutes	45 minutes	beyond 45 minutes
TWG Report	TWG report for Shopping/Small Value Procurement submitted within three (3) days from receipt of instruction	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	3 days	3 days and 2.5 hours	3 days and 5 hours hours	3 days and 7 hours	beyond 3 days and 7 hours
	TWG report for Public Bidding submitted within seven (7) calendar days from receipt of instruction.	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	7 days	8 days	9 days	10 days	beyond 10 days
	TWG report for Consultancy submitted within fifteen (15) working days from receipt of instruction (for approval of ranking) .	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	15 days	16days	17 days	18 days	beyond 19 days
Issues, Inquiries, requests clarified and resolved	Issues/ inquiries/clarifications deliberated and resolved cautiously within three (3) Calendar days before receipt	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	3 days	3 days and 2.5 hours	3 days and 5 hours hours	3 days and 7 hours	beyond 3 days and 7 hours
	Motion for Reconsideration	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	As scheduled per R.A. 9184	N/A	N/A	N/A	Beyond schedule of RA 9184

Meetings/Pre-procurement Conference/Pre-Bid Conference/Bidding Conference	Meetings/conferences organized as scheduled	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	5 days before the schedule	4 days before the schedule	3 days before the schedule	2 days before the schedule	1 day before the scheduled meeting
	Meetings/conferences conducted as scheduled	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	As scheduled	N/A	N/A	N/A	cancelled meeting
Minutes of meetings	Minutes of the meeting prepared with no error within 5 working days after conduct of meeting	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	no error	1-3 minor errors	4-6 minor errors	1-2 major errors	more than 1-2 major errors
		Timeliness	5 working days	5.5 working days	6 working days	6.5 working days	more than 6.5 working days
Resolution/ Notice of Award/Notice of Disqualification (prepared, approved and issued)	Prepared, approved, signed and issued within three (3) working days from receipt of TWG report	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	3 days	3 days and 2.5 hours	3 days and 5 hours	3 days and 7 hours	beyond 3 days and 7 hours
Report	Procurement Monitoring Report (PMR) prepared and submitted as scheduled	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	3 days before the deadline	2 days before the deadline	1 day before the deadline	on the deadline	after the deadline
	Other BAC reports as requested by PhilGEPS/GPPB/AO Secretariat and other government agencies	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	N/A	N/A	N/A	N/A	N/A
		Timeliness	3 days before the deadline	2 days before the deadline	1 day before the deadline	on the deadline	after the deadline
Copies of bidding documents and bid proposals	Complete documents submitted to relevant offices (COA & NM Records Section) in fifteen (15) working days after the approval of Contract/Job Order/Purchase Order (Public Bidding)	Quantity	100%	90 - 99.99%	80 - 89.99%	70 - 79.99%	Below 70%
		Quality	100% complete	N/A	N/A	N/A	Incomplete documents
		Timeliness	15 days	16 days	17 days	18 days	beyond 18 days