

NTA GOVERNING BOARD APPRAISAL SYSTEM

(GCG MEMORANDUM CIRCULAR NO. 2014-03)

I. PURPOSE AND COVERAGE:

This Appraisal System (AS) is adopted pursuant to GCG Memorandum Circular No. 2014-03 with the subject: Performance Evaluation for Directors (PED).

This AS shall cover all Appointive Directors and shall serve a basis for the determination whether they shall be recommended for reappointment.

II. CRITERIA FOR EVALUATION:

To qualify for the AS, the Appointive Director must have served the NTA Governing Board for at least three (3) months within the calendar year and has attended at least three (3) scheduled Board or Committee Meetings.

The AS shall likewise apply to Ex-Officio Directors and their alternates who have attended at least 10% of the Board and Committee Meetings.

III. PROCEDURE:

A. COMPONENTS OF THE PED: The PED shall have the following components:

- 1. GOCC Performance based on application of the Performance Evaluation System (PES) for GOCCs under GCG Memorandum Circular No. 2013-02: 60%**
- 2. Director Performance Review (DPR): 25%**

The DPR shall be an internet based performance evaluation of: a) Self-Appraisal and b) Peer Appraisal.

Self-Assessment shall have the following criteria:

- a. Leadership Competency;
- b. Managerial Competency;
- c. Board Relationship;
- d. Financial Management;
- e. Human Resource Management;
- f. Product/Service Competency;
- g. External Relations; and
- h. Conduct/Behavior.

Peer Appraisal shall have the following criteria:

- a. Knowledge and Personal Development;

- b. Preparedness and participation;
- c. Teamwork and Communication; and
- d. Conduct Behavior'

In case where there is no Chairman's Appraisal Rating, the rating shall be measured based on the following:

- a. Self-Appraisal – 7.5%
- b. Peer-Appraisal – 17.5%

3. Director Attendance Score: 15%

Each Director, whether Ex-Officio or Appointive, shall be officially designated to at least one (1) Board Committee. The Board Secretary V shall certify to the GCG such official designation of Committee Membership.

Appointive Directors may be authorized to attend Committee Meetings to which they have not been officially designated, as an observer capacity without any right to vote and entitlement to per diems.

Changes of committee designations shall take effect only upon submission to the GCG of necessary documents certifying changes.

An Appointive Director must have attended at least 75% of all authorized and duly called for Board and Committee meetings. In determining the attendance of Appointive Directors, the following shall be observed.

- a. Teleconferencing or video conferencing is allowed.
- b. Absences due to official business for the NTA are considered excused absences and this counted as attendance on the part of the Director, provided the Director shall furnish official documents of such official business, such as but not limited to travel authority, certificate of appearance, attendance sheets and invitations.
- c. Absences arising from serious medical conditions shall be considered excused only upon submission of official documentation such as medical abstract or certificate.
- d. Absences arising from filial obligation shall not be considered excused, even if approved by the NTA Governing Board; and
- e. Vacation leaves shall not be considered as excused, even if approved.

4. Director Attendance System (DAS)

The DAS is an internet-based system prescribed by the GCG to encode the attendance of the Directors of the NTA Governing Board. The Compliance Officer/Board Secretary V shall certify the

accuracy and correctness of the information encoded in the DAS. The Compliance Officer/Board Secretary V shall submit to the GCG on or before the 15th of January of each year. The attendance record and official Committee designation for the previous calendar year of all Ex-Officio and Appointive Directors.

IV. OVERALL GRADE EQUIVALENT:

The following shall be the basis for determining the overall grade equivalent for each Director:

Overall Score	Equivalent
100%	EXCELLENT
95% TO 99.99%	OUTSTANDING
85% TO 94.99%	ABOVE AVERAGE
80% TO 84.99%	AVERAGE
70% TO 79.99%	BELOW AVERAGE
ABOVE 60% TO 69.99%	POOR
60% AND BELOW	VERY POOR

V. ELIGIBILITY FOR APPOINTMENT:

Appointive Directors who receive an overall rating of less than 85% will not be qualified to be included in the shortlist of nominees for the following term;term; Provided, that when in the GCG's evaluation the down-rating received by an Appointive Director is not warranted, the particular Appointive Director may still be included in the shortlist for proper consideration of the President with proper explanation thereof.

VI. RESULTS AND SANCTIONS:

The results of the PED shall be submitted by the GCG to the Secretary of the Department of Agriculture. It shall be the responsibility of the Chairman of the NTA Governing Board to disseminate and explain the PED results to the rest of the NTA Governing Board.

Failure of the Appointive Director to comply with the conditions of the PED shall be a basis for the GCG not to include his/her name in the shortlist of Appointive Directors and the non-entitlement to Productivity-Based Incentives for Appointive Directors.