

GUIDELINES ON THE ANNUAL PERFORMANCE REVIEW OF THE SOCIAL HOUSING FINANCE CORPORATION BOARD

Section 17 of the GCG Memorandum Circular No. 2012-07¹, states that:

x x x

“Sec. 17 Annual Performance Evaluation of the Board – A systematic evaluation process of the Board shall be developed as a necessary tool in enhancing its professionalism and as a useful incentive for Board Members to develop sufficient time and effort to their duties. The evaluation should also be instrumental in developing effective and appropriate induction and training programs for new and existing members of the Board.”

x x x

Furthermore, GCG Memorandum Circular No. 2014-03 (4th Issue)², sets the parameters in assessing the performance of the Board Members. It shall cover all Appointive Directors and Ex Officio Directors and their respective Alternates/Authorized Representatives.

The SHFC Governing Board, through the SHFC Office of the Board Secretary is encouraged to develop an internal self-rating system that can measure the performance of the Management in accordance with the criteria provided in the Code. This assessment is different from the online assessment conducted by the GCG.

This Manual covers all Appointive Director and Ex Officio Directors and their respective Alternates/Authorized Representatives that has served at least three (3) months within the calendar year and has attended at least three (3) duly called for Board and/or Committee meetings.

The Director Performance Review shall have three (3) Appraisal Forms:

1. Peer Appraisal Form – the performance evaluation form of his/her co-members shall be accomplished by each of the Board Member;
2. Committee Appraisal Form – the performance evaluation form for the Committee shall be accomplished by each of the Board Member; and
3. Governing Board Appraisal Form - the performance evaluation form for the SHFC Governing Board shall be accomplished by SHFC President and CEO, Executive Vice President, and the Senior Vice President.

Every first quarter of each year or on the date decided upon by the SHFC Governing Board, an assessment of each Director shall be conducted using the general criteria and rating system presented below:

¹ Code of Corporate Governance for GOCCs

² Performance Evaluation for Directors (PED) in the GOCC Sector

1. Leadership;
2. Knowledge and Personal Development; and
3. Teamwork and Communication.

The assessment will be using the following numerical rating scale for the abovementioned criteria:

Rating	Remarks
5	Strongly Agree
4	Agree
3	Somewhat Agree
2	Disagree
1	Strongly Disagree

The total points computed shall be rated from 1% to 100%, with a rating of 80% - 84.99% considered as Acceptable/Satisfactory, 85% - 94.99% as Superior/Very Satisfactory, and 95% - 100% as Excellent/Outstanding.

The accomplished forms shall be submitted to the Office of the Board Secretary for consolidation, computation of the average rating, and forwarding of the collective Board rating to the Chairperson of the Governance, Policy, and Nomination Committee, Chairperson of the SHFC Governing Board, and the SHFC President and Chief Executive Officer.

