

**MEMORANDUM**

TO : All Operating Group Heads
FROM : Secretary General
SUBJECT : **GUIDELINES IN THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2015, RANKING OF HUDCC GROUPS AND SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REPORTS (IPCRS)**
DATE : 26 October 2015

The following guidelines shall be followed in accomplishing the Group Performance Commitment Report (GPCR), ranking the various groups and rating individual performance for purposes of submitting requirements to DBM for the grant of Performance-Based Bonus for FY 2015:

1. Consistent with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2015-1 dated 12 August 2015, to be eligible for FY 2015 PBB, the operating groups must:
 - i) achieve at least 90% of every performance indicators reported in your respective Group Performance Commitment Report (GPCR); and
 - ii) in case the group was not able to achieve 90% in any of the cited performance indicators, submit a justification letter to the Office of the Secretary General for consideration by the top management.
2. All Groups which shall have achieved at least 90% rating for each indicator as well as the Groups that have submitted their justifications are hereby directed to submit the IPCRs of their staff to the Office of the SG not later than 06 January 2016.

Aside from the IPCRs, the Group Heads shall submit a Summary of the Rating of their staff, ranked from top to bottom, indicating the top 10%, next 25% and next 65%.

3. To facilitate the ranking of groups, there shall be two categories:

Classification of Functions	Description	Operating Groups
Core Groups	Groups that have directly contributed in the accomplishment of our Major Final Output (MFO), i.e., Housing and Urban Policy Services as reported in the Organizational Performance Commitment Report (OPCR) which is to be submitted to the IATF on January 15, 2016.	<ul style="list-style-type: none">• Policy Development, Legislation and Special Project Group (PDLSG)• Coordination Monitoring Evaluation Group (CMEG)• Regional Operations Group (ROG)• Asset Reform Group (ARG)• Community Development Group (CDG)

Support to Operations	Groups that have indirectly contributed to the agency in delivering the MFO	<ul style="list-style-type: none"> • Executive Offices • Legal Services • External Affairs Group • Admin, Finance and Knowledge Management Group
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4. Once the GPCRs and ICPRs have been submitted, the Performance Management Team (PMT) shall undertake the following:

4.1 Force rank the groups that have met the 90% performance requirement according to the following categories:

Ranking	Performance Category	Core Group	Support to Operations
Top 10%	Best Group		
Next 25%	Better Group		
Next 65%	Good Group		

4.2 Force rank the staff who have met the 90% performance requirement:

Ranking	Performance Category	Personnel Under the Core Group	Personnel under Support to Operations
Top 10%	Best Group		
Next 25%	Better Group		
Next 65%	Good Group		

5. The forced ranking of groups and individuals, together with the OPCR, shall be submitted to the IATF not later than 15 January 2016.

6. For compliance.


CECILIA S. ALBA