

**GUIDELINES/MECHANICS IN RANKING-OFFICES/DELIVERY UNITS
 FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018**

The following guidelines shall be followed in the ranking of various groups for purposes of submitting requirements to DBM for the grant of the Performance-Based Bonus for FY 2018:

- a. Consistent with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated 28 May 2018, to be eligible for FY 2018 PBB, the functioning or existing operating groups must:
 - i) Achieve 100% of every performance indicator reported in their respective Group Performance Commitment Report (GPCR); and
 - ii) In case the group was not able to achieve 100% in any of the cited performance indicators, they must submit a justification letter to the Office of the Secretary General through the Performance Management Team (PMT) explaining why they must be given consideration by the management.
- b. All Groups must submit the approved Individual Performance Commitment Report (IPCR) of their staff to the PMT not later than 15 January 2019.
- c. As a result of the 2018 findings made by the IATF, all groups will be ranked with no distinction as Core or Support Groups.
- d. The groups that have met the 100% requirement and those who failed to do so but whose justifications have been approved by the Secretary General shall be ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Group
Next 25%	Better Group
Next 65%	Good Group

- e. For FY 2018, there are nine (9) operating groups, namely:
 - (1) Admin and Finance Group (AFG)
 - (2) Asset Reform Group (ARG)
 - (3) Communication and External Affairs Group (CEAG)
 - (4) Community Development Group
 - (5) Coordination, Monitoring, Evaluation and Knowledge Management Group (CMEKMG)
 - (6) Executive Offices
 - (7) Legal Service Group (LSG)
 - (8) Policy Development, Legislation and Special Projects (PDLSG)
 - (9) Regional Operations Group (ROG)

f. With nine (9) groups, performance category shall be distributed as follows:

Ranking	No. of Groups
Top 10%	1
Next 25%	2
Next 65%	5

- g. In case of tie for the Best Group, their level or percentage of accomplishments vis-à-vis their Core Functions shall be considered to break the tie [e.g. actual accomplishment on the No. of Policies, Issued and Disseminated as against actual accomplishment on the No. of LGUs provided technical advisory on the conduct of Local Shelter Plan (LSP)]
- h. For the individuals to be eligible, the employee personnel must have an approved Individual Performance Commitment Report (IPCR) and receive a rating period of at least “Satisfactory”
- i. On the other hand, the following individuals shall not be entitled to the PBB 2018:
- a. Those who failed to submit their complete SPMS Forms;
 - b. Those who failed to liquidate their cash advances for FY 2018 within the reglementary period;
 - c. Those who failed to submit their SALN for FY 2017; and
 - d. Those who failed to comply in the implementation of the: a. Prior Year’s Audit Recommendations; b. QMS certification; and c. Posting and dissemination of the System of Ranking Performance Delivery Units

Noted by:



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Secretary General