

MEMORANDUM

TO : All Group Heads
FROM : Secretary General
SUBJECT : **GUIDELINES IN THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2014, RANKING OF HUDCC GROUPS AND SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REPORTS (IPCRs)**
DATE : 23 March 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 2014:

1. Consistent with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2014-1 dated 21 April 2014, to be eligible for FY 2014 PBB, the operating groups must:
 - i) achieve at least 90% of each performance indicator cited in your respective Group Performance Commitment Reports (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. (Note: Memorandum has been given to concerned Groups to submit their justification by 18 March 2015.)
2. The Groups which 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 DSG WEA not later than Thursday, March 26.

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

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 to the accomplishment of HUDCC's Major Final Output (MFO), i.e., Housing and Urban Policy Services as reported in the Organizational Performance Commitment Report (OPCR) which was submitted to the IATF on January 30, 2015.	<ul style="list-style-type: none">• Policy Development, Legislation and Special Projects Group (PDLSG)• Coordination, Monitoring and Evaluation Group (CMEG)• Regional Operations Group (ROG)• Asset Reform Group (ARG)• Community Development Group (CDG)

Support Operations	to	Groups that have indirectly contributed to the delivery of HUDCC's MFO	<ul style="list-style-type: none"> • Executive Offices (EO) • Legal Services Group (LSG) • External Affairs Group (EAG) • Admin and Finance Knowledge Management Group (AFKMG)
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4. Under each classification, the groups that have met the 90% requirement shall be force-ranked according to the following categories:

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

5. For compliance.

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CECILIA S. ALBA