

Administrative Order

No. 11

Series of 2017

**SUBJECT: GUIDELINES IN RANKING OFFICES/ BUREAUS/ SERVICES/  
DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED  
BONUS (PBB) for CY 2016**

## **I. RATIONALE**

The Performance Based Bonus (PBB) is one of the incentives of the Performance-Based Incentive System (PBIS) for government employees established in Executive Order No. 80, s. 2012.

The PBB is a bonus given to employees based on their performance and contribution to the accomplishments of the Agency.

The PBIS was pilot-tested in CY 2012 using the performance contract and review (PCR) rating of officials for the office ranking system while the individual performance ratings were used for the individual ranking.

The AO25 Inter-Agency Task Force Memorandum Circular No. 2016-01 or Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2016 outlines the basic requirements for the grant of the PBB for FY 2016. The said memorandum circular required agencies submit their ranking system for office and individual performance.

## **II. RANKING OF DELIVERY UNITS**

1. The Department and their corresponding delivery units that meet the criteria and conditions in Section 4.1 of MC 2016-1 of the AO25 IATF are eligible to the PBB FY 2016.
2. For CY 2016, each Field Office shall be considered one (1) delivery unit, while the Central Office shall be comprised of six (6) delivery units, namely the Central Office clusters as follows: the General Administration Support Services Group (GASSG), the Institutional Development Group (IDG), the Operations and Programs Group Promotive Programs (OPG-Promotive), the Operations and Programs Group

Protective Programs (OPG-Protective), the Office of the Secretary Group (OSG), and the Policy and Plans Group (PPG).

3. The Office of the Undersecretary for Exigent Concerns, Office of the Undersecretary for Special Concerns, Office of the Assistant Secretary for Special Concerns shall be clustered under the Office of the Secretary Group.
4. Delivery units eligible to the PBB shall be force ranked according to the following categories.

<b>Delivery Unit Distribution</b>	<b>Rating</b>
Top 10%	Best
Next 25%	Better
Next 65%	Good

5. Only personnel belonging to eligible delivery units are qualified for the PBB. The resulting ranking of delivery units shall be indicated in Form 1.0 (Report of Ranking of Offices/Delivery Units), which is to be submitted to the AO25 IATF. There shall no longer be a ranking of individuals within a delivery unit.

### **III. RATES OF FY 2016 PBB**

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly salary as of December 31, 2016, as follows, but not lower than Php5,000.00.

<b>Performance Category</b>	<b>PBB as Percent of Monthly Salary</b>
Best Delivery Unit/s	65%
Better Delivery Unit/s	57.5%
Good Delivery Unit/s	50%

### **IV. RANKING SYSTEM AND PROCEDURE**

#### **A. Delivery Units' Ranking System**

The main criterion for Delivery Unit ranking shall be the annual OPCR rating for CY 2016.

1. The Delivery Units shall be ranked based on their OPCR final numerical ratings – from the highest to the lowest numerical value.
2. Ratings for the Central Office Delivery Units shall be the mean of final numerical ratings of the OPCR of OBSUs under each Delivery Unit.

3. The Delivery Units shall then be grouped according to the distribution found Section II.3 of this Order.
4. In case of tie, decimal places of numerical ratings shall be stretched until the tie is broken or as deliberated by the Performance Technical Working Group (PMTWG).

#### **B. Submission of Ranking Results**

1. The Policy Development and Planning Bureau (PDPB) shall prepare the ranking of OBS/delivery units. The PDPB and the Human Resource Development Bureau (HRDB) shall prepare the DSWD's Form 1.0 (Report of Ranking of Offices/Delivery Units) for review of the PMTWG.
2. The PMTWG shall recommend to the Secretary the OBS/delivery units' ranking, the number of PBB eligible employees, and the corresponding PBB budget, for approval.

#### **V. INSTITUTIONAL ARRANGEMENTS**


1. The Policy Development and Planning Bureau and its FO counterparts shall be responsible for monitoring MFO performance and targets and conditions set for Agency to qualify for the PBB. The PDPB shall be responsible for reporting to the ExeCom and as needed, to the Interagency Task Force (AO25) on the Department Target and Accomplishment Forms A, MFO Form A-1 and other reporting forms.
2. All CO-PBB focal persons of OBS shall be responsible in monitoring compliance of all field offices, bureaus and services. They shall prepare and consolidate the certificate of compliance (COC), reports and requirements to be submitted to the HRDB for endorsement to the IATF.
3. All OBS shall be responsible in accomplishing its MFO performance targets, roles and mandate and complying with the conditions set for the Agency to qualify for the PBB.
4. The Finance Management Service shall be responsible in monitoring financial accountability reports, ageing of cash, BFARs, budgets, targets and performance.
5. The Procurement Service shall be responsible in monitoring and submission of APCPI self-assessment, APP and PhilGEPS.
6. The Administrative Service - Personnel Administration Division shall be responsible in monitoring the compliance to the Statement of Assets, Liabilities and Net Worth (SALN). The Personnel Administration Division in coordination

with the FMS and/or their respective counterparts in the Field Offices shall prepare the payroll on the PBB grant to concerned individuals once the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) is released to DSWD.

7. The Social Marketing Service in coordination with the HRDB, shall be responsible in crafting and disseminating the communication plan for the PBB.
8. The HRDB shall be responsible in ushering all PBB focal persons in the requirements for the good governance conditions. It shall assist the PMTWG with the necessary information relative to the eligibility of individual employees following AO25 IATF MC 2016-1.
9. The PMTWG shall raise to ExeCom issues or concerns arising out of the policies and criteria adopted for the grant of the PBB for resolution.
10. The ExeCom shall resolve/decide on issues, appeals or grievances raised, if any.
11. All Heads of OBS in coordination with the HRDB or HRDU in FOs shall ensure that staff are reminded of their performance requirements submission and shall be responsible in informing their staff eligibility or ineligibility to the PBB grant.
12. All staff are responsible in contributing to their office accomplishments of targets and goals.

This guidelines shall take effect for the grant of PBB for CY 2016 rating period and until no other guidelines are issued.

Signed this 9<sup>th</sup> day of October 2017.

  
**EMMANUEL A. LEYCO**  
Officer-in-Charge

Certified COPY

  
**EMYLOU F. MIRAVALLS**  
OIC-Chief, General Services Division