GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017

Annex 1 of Memorandum Circular No. 2017-1 dated March 9, 2017 has prescribed the following Delivery Units for PCOO- Proper:

1. Office of the Press Secretary (Executive Offices)
2. Services (Administration and Finance)
3. Media Staff (Media)

In ranking the performances of the PCOO-Delivery Units for the grant of PBB, the following criteria will be considered:

1. Performance Targets
   a. Delivery Unit: Executive Offices

Support to Operations (STO) Targets:

- Updated Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY 2017 GAA.

- ISO documentation for at least one (1) core process, to include the following:
  a. Approved Quality Manual and approved Procedures and Work Instructions Manual, Including Forms; and
  b. Evidence of ISO 9001- aligned QMS implementation, ie (1) Certification of the Head of the Agency on the conduct of Internal Quality Audit; and (2) Minutes of the FY 2017 Management Review

Office of the Legal Affairs:

- Percentage of recommended actions adopted by the Secretary and other clients
- Percentage of legal opinions and outputs released within the prescribed period

EDP Division & New Media Services:

- Percentage of posts that have likes and shares/visitors
- Percentage of presidential news releases posted within an hour after the event
b. Delivery Unit: Administration and Finance

General Administration and Support Services (GASS) Targets:

- Budget Utilization Rate (BUR)
- Quarterly submission of Budget and Financial Accountability Reports (BFARS)
- Compliance to COA Reporting Requirements within the mandated time:
  a. Financial Statements
  b. Report on Ageing of Cash Advances
- Percentage of actual external/internal stakeholder’s concerns approximately responded to
- Percentage of actual external/internal stakeholder’s concerns approximately responded within the 5 working days upon receipt or within the prescribed deadline
- Satisfaction Rate by the PCOO Proper operating units of the administrative and logistic services provided
- On time delivery of administrative and logistic services provided

c. Delivery Unit: Media

Major Final Output (MFO) Targets (Per 2017 GAA):

- 95% Percentage of coverage arrangements conducted for the Presidential events and visits
- 95% Percentage of news and photo releases disseminated
- 90% Percentage on coverage arrangements for Presidential events and visits rated good or better
- 90% Percentage of disseminated news and photo releases adopted/utilized
- 95% Percentage of news and photo releases disseminated within one hour after the event
- 95% Percentage of coverage arrangement completed one day before the event/visit
2. Ranking of Delivery Units

a. The delivery units that meet the aforementioned performance targets shall be forced ranked according to the following categories:

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Performance Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>Best Delivery Units</td>
</tr>
<tr>
<td>Next 25%</td>
<td>Better Delivery Units</td>
</tr>
<tr>
<td>Next 65%</td>
<td>Good Delivery Units</td>
</tr>
</tbody>
</table>

3. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual’s delivery units with the rate of incentive as a multiple of one’s monthly basic salary based on the table below:

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Multiple of Basic Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Delivery Unit</td>
<td>0.65</td>
</tr>
<tr>
<td>Better Delivery Unit</td>
<td>0.575</td>
</tr>
<tr>
<td>Good Delivery Unit</td>
<td>0.50</td>
</tr>
</tbody>
</table>

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