



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

**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

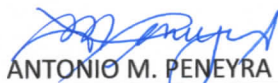
- a. The delivery units that meet the aforementioned performance targets shall be forced ranked according to the following categories:

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

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:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50


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