



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 2018**

Annex 1 of Memorandum Circular No. 2018-1 dated has prescribed the following Delivery Units for PCOO-Proper:

1. Office of the Press Secretary (Executive Offices)
2. Services (Administration and Finance)
3. Media Research and Development Staff (Media)
4. Offices (e.g. FOI-PMO)

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 99 of the General Provisions of the FY 2018 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 2018 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

Electronic Data Processing (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 of 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 Research and Development (MARO) Staff**

Major Final Output (MFO) Targets (Per 2018 GAA)

- 90% Percentage of news and photo releases used by selected print media
- 2,507 Number of news and photo releases disseminated
- 95% Percentage of Presidential events and visits provided with coverage arrangements

d. Delivery Unit: **Freedom of Information – Project Management Office (FOI-PMO)**

	Compliant with all the set requirements	Submitted but needs revision	Server down / no TS / no website / no posting	Total number of offices	2018 Targets
National Government Agencies	45%	39%	16%	190	85%
Government -Owned and -Controlled Corporation	16%	65%	19%	160	80%
State Universities and Colleges	24%	46%	30%	112	75%
Local Water Districts	10%	16%	36%	521	65%
TOTAL	24%	42%	25%	983	76.25%

2. Ranking of Delivery Units

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

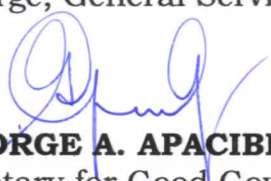
Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

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	0.650
Better Delivery Unit	0.575
Good Delivery Unit	0.500


MA. IMMACULADA C. FLORES
Officer-In-Charge, General Services Division


GEORGE A. APACIBLE
Undersecretary for Good Governance,
GOCCs, Administration and Finance