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)**
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>0.650</td>
</tr>
<tr>
<td>Better Delivery Unit</td>
<td>0.575</td>
</tr>
<tr>
<td>Good Delivery Unit</td>
<td>0.500</td>
</tr>
</tbody>
</table>

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