

**2015 CHR GUIDELINES IN RATING AND RANKING OF OFFICES/ DELIVERY
UNITS AND EMPLOYEES**

Memorandum Circular No. 2015-01 from the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s 2011), provides for the Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80. The Circular likewise provides additional requirements and conditions for eligibility, among others. The pertinent conditions that require internal guidelines are as follows:

1. Use of the CSC – approved SPMS in rating and ranking first and second Level employees and officials of departments/agencies of the national and local governments including officials holding managerial and director positions but are not presidential appointees.
2. Section 3.1 – Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFos) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
3. The eligibility of Chairpersons and Commissioners of Constitutional Offices, shall be based on the eligibility of the respective department/agency. Their PBB rate shall be fixed at P35, 000 for FY 2015.
4. To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.
5. Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

6. Officials and Employees of offices or delivery units that qualified for the PBB shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB as follows:

	<u>Best</u>		<u>Better</u>		<u>Good</u>	
	<u>Office</u>	<u>Amount</u>	<u>Office</u>	<u>Amount</u>	<u>Office</u>	<u>Amount</u>
Best Performer	20%	35,000	15%	25,000	10%	15,000
Better Performer	35%	20,000	30%	13,500	25%	10,000
Good Performer	45%	10,000	55%	7,000	65%	5,000
Total	100%		100%		100%	

To further implement the general guidelines, the following rules and procedures shall be followed:

A. Offices/Delivery Units

There are a total of 28 offices/delivery units which are clustered into in three groups: 1. central operations offices; 2. administration and support to operations offices; and 3. regional offices.

The central operations offices are:

1. *Legal and Investigation Office (LIO)*; 2. *Assistance and Visitorial Office (AVO)*; 3. *HR Education Office (HERO)*; 4. *Government Linkages Office/Women’s Human Rights Center/Child Rights Center*; 5. *Forensic, Office*; and 6. *Human Rights Information and Communication Division (HRICD)*.

The administration and support to operations offices are:

1. *Commission Secretariat Office*; 2. *Office of the Executive Director*; 3. *Field Operations Office (FOO)*; 4. *Strategic and Development Planning Office (SDPO)*; 5. *General Administration Office (GAO)*; 6. *Financial Management Office (FMO)*; and 7. *Information System and Management Office (ISMO)*.

Likewise, the regional offices shall compose of the following 15 regions namely: NCR, CAR, Regions I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII and Caraga.

Based on the total 28 eligible offices/delivery units, the number of best, better and good offices will be distributed as follows:

Table 1: Total Number of Offices/Delivery Units Per Rank

			Number of Offices/DUs
Best Performer	Top 10% (28 x 10%)	2.8	3
Better Performer	Next 25% (28 x 25%)	7.00	7
Good Performer	Next 65% (28x 65%)	18.2	18

Total

28

The same formula is used to get the number of best, better and good delivery units per cluster, thus:

Table 2: Distribution of Rank Per Cluster

Cluster of Offices/Delivery Units	Best	Better	Good
Central Operations Offices	.6	1.5	3.9
Administration and Support to Operations Offices	.7	1.75	4.55
Regional Offices	1.5	3.75	9.75
Total	2.8	7	18.20

B. Eligibility of Office/Delivery Units

1. Office/Delivery units should have accomplishments in all performance indicators targets as indicated in their Office Performance Commitment Review signed by the new Chairperson.
2. Office/delivery units should achieve 90% percentage rate of accomplishments vis-à-vis targets of at least two (2) performance indicators in two (2) Major Final Outputs (MFOs).
3. The adjectival rating of the office/delivery unit should be at least satisfactory.

C. Rating and Ranking of Offices/Delivery Units Based on Accomplished OPCR

1. The SPMS calculator 2015v.6b, shall be used in computing the numerical rating of each office/delivery unit based on the submitted OPCR Accomplishments vs Targets, and validated against the MAREIS Data, and other pertinent reports.
2. The OPCR Numerical Rating shall be used in forced ranking the offices/delivery units within the cluster of offices/delivery units.
3. In case of tie or same numerical ratings, the accomplishments of subject offices/delivery units shall be rated using the simple averaging method; e.g. the accomplishments percentage for all indicators (accomplishments vs targets) are added and then divided by the total number of Indicators to get the average accomplishments rate.

D. Rating and Ranking of Directors and PMT Members

1. The rating and ranking of the offices/delivery units shall automatically be the rating and ranking of the Director.

2. The rating and ranking of PMT members (except the CHREA representative) will be reviewed and validated by the Chairperson.
3. The Executive Director and ED-Officer-in Charge shall be rated and ranked by the Chairperson.

E. Rating and Ranking of IPCRs

1. The SPMS calculator 2015v.6b, shall be used in computing the rating of IPCRs.
2. The rating of employees shall be based on the 2015 IPCR Accomplishments vs Targets.
3. The Director shall rate all his/her staff and ensure that the average staff ratings should not be higher than the OPCR rating.
4. Based on the numerical ratings, the Director shall rank all his staff as a whole. In case of tie or same ratings of IPCRs of the staff, the Director shall use the behavioral dimension to break the tie and rank the employees. The Directors have the discretion to cluster staff into technical and non-technical groups and rank their staff within the same cluster. For example, the Legal and Investigation Office (LIO) with a total of 23 Staff – consisting of 12 lawyers and 11 non-technical staff:

Percentage Distribution	Total Number	Technical (Lawyers)	Non-Technical (Admin Staff)
Top 20%	4.6	3	2
Next 35%	8.05	4	4
Remaining 45%	10.35	5	5
100%	23	12	11

5. The Director shall submit to the HRDD the ratings and ranking of all his/her staff on a prescribed date.
6. Ranking of the staff is the sole responsibility and accountability of the Director.