

## 2016 CHR GUIDELINES IN RANKING OF OFFICES/DELIVERY UNITS

Memorandum Circular No. 2016-01 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 (PBB) for Fiscal Year 2016 under Executive Order No. 80 and EO No. 201. 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 Civil Service Commission (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 4.1 – Achieve agency performance targets under the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
3. Satisfy 100% of the Good Governance Conditions (GCC) set by the AO 25 IATF for FY 2016. The assessment of agency compliance on Good Governance Condition (GGC) and other PBB requirements will start on October 1, 2016.
  - Maintain/Update Agency Transparency Seal shall include the posting of the following: FY 2016 APP, QMS ISO Certification or ISO-aligned QMS Documents and Systems of Ranking of Delivery Units
  - Maintain/Update the PhilGeps posting (Revised IRR of RA 9184)
  - Maintain/Update Citizen’s Charter or its equivalent Service Charter (RA 9485)
4. The eligibility of Chairpersons and Commissioners of Constitutional Offices, shall be based on the eligibility of the respective department/agency. The PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

<b>Performance of Eligible Agency</b>	<b>PBB as %of Monthly Basic Salary</b>
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%

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<b>Performance of Eligible Agency</b>	<b>PBB as %of Monthly Basic Salary</b>
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

5. Employees belonging to the First and Second Levels should receive at least 'Satisfactory' based on the agency's CSC-approved Strategic Performance Management System (SPMS).
  
6. To facilitate the ranking process, agencies may cluster the delivery units based on similarities of functions and responsibilities, provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25%, respectively, of the total number of delivery units in the agency.
  
7. Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to receive the FY 2016 PBB. Eligible bureaus, offices or delivery units shall be forced ranked according to the following categories:

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

8. Only the personnel belonging to eligible office or delivery units are qualified for PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0. There shall no longer be a ranking of individuals within the delivery unit.

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

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### A. Offices/Delivery Units

There are total of **28** offices/delivery units which are clustered in three groups: 1. *Seven (7) Office of the Chairman\* and Administration and Support to Operations Offices*; 2. *Six (6) Central Operations Offices*; and 3. *Fifteen (15) Regional Offices*.

The Office of the Chairman\* and the Administration and Support to Operations Offices are:

1. *Office of the Chairman\* and Commission Secretariat Office*; 2. *Office of the Executive Director*; 3. *Field Operations Office (FOO)*; 4. *Planning and Management Office (PMO)*; 5. *General Administration Office (GAO)*; 6. *Financial Management Office (FMO)*; and 7. *Public Affairs and Strategic Communication's Office*.

The Central Operations Offices are:

1. *HR Protection Office*; 2. *HR Promotion Office*; 3. *HR Policy Advisory Office*; 4. *Centers Management Office*; 5. *Forensic Center*; and 6. *Support, Protection and Assistance Division (SPAD)*.

Likewise, the Field Operations Offices (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**

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

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**

<b>Cluster of Offices/Delivery Units</b>	<b>Best</b>	<b>Better</b>	<b>Good</b>
Office of the Chairman* and Administration and Support to Operations Offices	1	2	4

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Central Operations Offices	1	1	4
Field Operations Offices (Regional Offices)	1	4	10
<b>Total</b>	<b>3</b>	<b>7</b>	<b>18</b>

### **B. Eligibility of Offices/Delivery Units**

1. Offices/Delivery units should have accomplishments in all performance indicator targets as indicated in their Office Performance Commitment Review signed by the Chairperson.
2. Offices/delivery units should achieve 90% 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 rating, the accomplishments of subject offices/delivery units shall be rated using the simple averaging method. \*\* The Commission En Banc shall review the rankings guided by the OPCR results and documented exemplary performance of the Directors/Officers-In-Charge.

### **D. Rating of IPCRs**

1. The PBB rates of individual employees shall depend on the performance ranking of the office/delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows but not lower than Php 5,000.

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Office/Delivery Unit (10%)	65%
Better Office/Delivery Unit (25%)	57.5%
Good Office/Delivery Unit (65%)	50%

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2. The Individual Performance Commitment Report (IPCR) of all employees shall be computed using the SPMS calculator 2015v.6b.
3. The Director shall submit to the HRDD the ratings of all his/her staff on a prescribed date.
4. Rating of the staff is the sole responsibility and accountability of the Director.
5. The rating of staff shall be used by the HRDD in terms of promotions and other related personnel concerns.

*\*Including the offices of the Chairperson and immediate staff*

*\*\*The percentage of accomplishments for all indicators (accomplishments vs targets) are added and then divided by the total number of Indicators to get the average accomplishments.*