## GUIDELINES/ MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015

In accomplishing Form 1.0, Annex 5 of DBM Memorandum Circular No. 2015-1, the performance ranking and rating of offices and employees were determined and evaluated using the following tools/ criteria:

- We take into consideration the Commission's Mission and Vision and opted that the organizational target of each delivery unit be evaluated no later than the 4<sup>th</sup> quarter of the year immediately preceding the evaluation period vis-à-vis the expected accomplishment.
- The Planning, Financial and Management Branch (PFMB)/ Corporate Planning and Programming Division (CPPD) consolidated, reviewed, validated and evaluated the initial performance assessment against the success indicators, and the allotted budget against the actual expenses.
- The Commissioner then determined the final rating of Offices for the office performances as required based on Strategic Planning Management System/ Office Performance Commitment Review (SPMS/ OPCR).
- The Head of Offices determined the final assessment of performance level of the individual employees in his/ her Offices adjusted to the final rating of the office performance as required on SPMS/ Individual Performance Commitment Review (SPMS/ IPCR).
- As to the ranking of the delivery units, the criteria by the DBM was used.
  i.e. Offices/Delivery Units eligible to the PBB were force ranked based on the Office Performance according to the following categories:

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

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