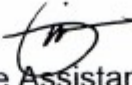


Office of the Vice President of the Philippines

13 January 2017

MEMORANDUM

FOR : ALL HEADS OF OFFICES

THRU : JULIETA L. VILADELREY 
Officer-in-Charge, Office of the Assistant Chief of Staff

FROM : PERFORMANCE MANAGEMENT TEAM (PMT)

SUBJECT : GUIDELINES IN THE RANKING AND RATING OF THE OFFICE
OF THE VICE PRESIDENT (OVP) DELIVERY UNITS AS BASIS
FOR GRANTING THE PERFORMANCE-BASED BONUS (PBB)
FOR FISCAL YEAR 2016

1.0 BACKGROUND & LEGAL BASIS

Pursuant to Executive Order (E.O.) No. 80, S. 2012 and Memorandum Circular (M.C.) No. 2016-01 dated May 12, 2016, a Performance-Based Incentives System (PBIS) consisting of Productivity Enhancement Incentive (PEI) and Performance-Based Bonus (PBB) shall be adopted in the national government.

The PBB shall be characterized as a system of ranking units and personnel within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars:

1. Department's / Agency's Major Final Outputs;
2. Department's / Agency's commitments to the President which are supportive of the priorities under EO 43; and
3. Good governance conditions to be determined by Inter-Agency Task Force (IATF) under AO 25.

The PBB shall also be distributed according to the rankings of delivery units based on their contribution to their respective Department/Agency performances and the individual monthly basic salary as of December 31, 2016.

2.0 COVERAGE

All official and employees holding regular plantilla positions and contractual and casual personnel having an employer-employee relationship with the OVP, and whose compensation is charged to the appropriation under Personnel Services, or those occupying positions in the contractual staffing pattern of the Agency approved by the Department of Budget and Management (DBM).

3.0 GUIDELINES

Grouping of Delivery Units (DUs):

Pursuant to Section 8.2 of MC No. 2016-1 and Section 3.4 of MC 2016-2 dated 12 October 2016, all DUs have been grouped/clustered in accordance with the similarities of their 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 department or agency.

Rating Criteria and Process Description Office / Division Ranking:

Rating of each office/division/unit is the percentage of the total accomplishments over the total targets set by each delivering offices/division/unit.

The targets of each office/division/unit are aligned with the OVP submitted and published targets in the FY 2016 General Appropriation Act (GAA) and will serve as baseline data for evaluation.

Rating of the agency head or authorized representative and members of the Performance Management Team (PMT) are then integrated in the actual rating of each office/division/unit to arrive at the final rating that will be the basis for ranking. (Percentage Weight Ranking is shown below)

	Percentage
Agency Head	20%
Performance Management Team	50%
Actual Rating of Delivery Units	30%

Rating Criteria and Process Description for Individual Ranking:

Individuals are rated by the office/division/unit heads with the confirmation and approval of the department heads, head of agency or authorized representative, if applicable, using the submitted Individual Performance Commitment and Review (IPCR) Forms.

For information and guidance.