

ANNEX 8
MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)
PROCUREMENT SERVICE-PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM
(PS-PhilGEPS)

The Process of the Rating and Ranking of Delivery Units (DUs) and Individuals in the Procurement Service-PhilGEPS shall follow a single step approach as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No 2018-01 dated 28 May 2018.

The following issuances will be used in the ranking of delivery units within the PS-PhilGEPS:

I. Background and Legal Bases

Pursuant to Executive Order 80 s, 2012 and Executive Order No 201 s, 2016 directing the adoption of a performance-based incentive system for government employees, the Procurement Service-PhilGEPS hereby adopts the following guidelines in the ranking of its regular personnel according to their performance as measured by verifiable, observable, credible, and sustainable indicators. These guidelines shall become the basis in the implementation of the performance incentive scheme, otherwise known as Performance-Based Bonus (PBB).

II. Purpose

This guidelines aims to provide the implementing guidelines in the ranking of delivery units of the PS-PhilGEPS for the following actions:

1. To determine the eligibility and ranking of delivery personnel based on their performance for the grant of PBB for FY 2018; and
2. To grant PBB to qualified regular personnel based on the prescribed evaluation scheme.

III. Coverage

1. The PBB shall be based on a system of rating and ranking the delivery units within PS-PhilGEPS according to their performance measured by verifiable, observable, credible and sustainable indicators based on the Good Governance conditions and performance targets evaluated by Inter-Agency task Force (IATF) under AO 25.
2. Flexibility shall be provided to the heads of agencies to suit the PBB system to the nature of their operations and to drive peak performers, in terms of the determination of the appropriate delivery units to be rewarded; and
3. There shall be appropriate communications strategies and publication of performance targets and accomplishments in the agency website to ensure transparency and accountability in the implementation of the PBB scheme.



Consistent with the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No 2018-1 dated May 28, 2018, the PS-PhilGEPS shall comply with the eligibility criteria such as:

1. Good Governance conditions: Satisfy 100% of the Good Governance Conditions for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0;
2. Performance Targets: Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Service (GASS) requirements for FY 2018 provided in Section 6.0; and
3. Use of the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of the departments/agencies in the National Government Agencies including the officials holding Managerial and Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement issued by the Career Executive Service Board (CESB).



IV. The Rating and Ranking Criteria

1. The following Criteria were set as basis for the Rating and Ranking of PS-PhilGEPS DUs.

CRITERIA	% WEIGHT IN TOTAL RATING SCORE	REMARKS
1. Year-End Office Performance Accomplishment Report (OPAR) Rating Score- which refers to the accomplishments based on the Office Performance Commitment Report (OPCR) Form of each DU.	80%	The 80% of the total score of the DUs shall be derived from the verified and approved FY 2018 OPAR rating scores covering two (2) semesters.
2. Streamlining and Process Improvement Accomplishment- which refer to the main eligibility requirement of the FY 2018 PBB Grant	10%	Each PS-PhilGEPS DU will have an enrolled key process/service of which it will report the baseline data and targeted improvement. The accomplishment on each of the enrolled process/service will then be reported after the end of the year and shall serve as basis for 10% of the DUs total PBB rating and ranking score.
3. Task Difficulty-	10%	The criteria for the task Difficulty shall be agreed upon by the assigned Raters per Group, taking into consideration the differing challenges faced by the respective DUs. It is intended to, among others, account for and make the rating and ranking of DUs reflective of the efforts given by the DUs concerned in contributing to the achievement of the Functional Group's accomplishment and the Office total accomplishment, in general.

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2. The period of evaluation for OPCR/DPCR/IPCR shall cover two (2) semesters: January to June 2018 and July to December 2018. The average rating for the two (2) rating periods shall be the basis for the final performance rating.

3. The officials and employees in the delivery unit shall not be entitled to the grant of the PBB for failure to submit the following requirements within the set deadline:

- a. Those who failed to submit required procurement documents (e.g. APP-CSE, PPMP, PMR) to GPPB and DBM-PhilGEPS;
- b. those who failed to submit required COA financial report;
- c. those who failed to submit financial accountability report to DBM;
- d. those who failed to submit 2018 Statement of Assets, Liabilities, and Net Worth (SALN) and forward it to CSC;
- e. those who failed to review and establish compliance procedure of statement and financial disclosure;
- f. those who failed to submit required FOI documents;
- g. those who failed to update Transparency Seal;
- h. those who failed to post the agency's system ranking of delivery units;
- i. those who failed to monitor and sustain compliance with COA audit findings;
- j. those who failed to meet the PhilGEPS posting requirements;
- k. those who failed to submit report on streamlining processes;
- l. those who failed to submit report on the Citizen/Client Satisfaction;
- m. those who failed to submit required documents for ranking delivery units to AO 25;
- n. those who failed to submit complete SPMS forms (OPCR, DPCR and IPCR)
- o. those with average rating below satisfactory (2 consecutive rating periods)
- p. those who failed to liquidate cash advances with the reglementary period required by COA

4. The final ranking of the delivery unit shall be approved by the Executive Director.



5. An employee or official who rendered a minimum uninterrupted period of three (3) months but less than the uninterrupted period of nine (9) months of service, and with at-least "satisfactory" rating shall be eligible for the grant of PBB on a pro-rate basis corresponding to the actual length of service rendered, as follows:

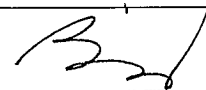
Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 8 months	70%
5 months but less than 8 months	60%
4 months but less than 8 months	50%
3 months but less than 8 months	40%

5.1 The following are the valid reasons for an employee who may not meet nine (9) months uninterrupted actual service requirement to be considered for PBB on a pro-rate basis:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and/ or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave


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