



23 January 2017

MEMORANDUM FROM THE SECRETARY

SUBJECT : Guidelines on the ranking of DA-OSEC delivery units as basis for the granting of Performance-Based Bonus (PBB) in FY 2016

In addition to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1 dated 12 May 2016, the Department will implement the following guidelines on the ranking of DA-OSEC delivery units as basis for the granting of Performance-Based Bonus (PBB) in FY 2016.

I. Delivery units/offices to be ranked

As per IATF Memorandum Circular No. 2016-2 dated 12 October 2016, the following are the delivery units/offices for this Department:

1. Office of the Secretary *
2. Administrative Service
3. Agribusiness and Marketing Assistance Service
4. Field Operations Service
5. Financial and Management Service
6. Information and Communications Technology Service
7. Internal Audit Service
8. Legal Service
9. Planning and Monitoring Service
10. Policy Research Service
11. Project Development Service
12. Agricultural Training Institute
13. Bureau of Agricultural Research
14. Bureau of Agriculture and Fisheries Standard
15. Bureau of Animal Industry
16. Bureau of Plant Industry
17. Bureau of Soils and Water Management
18. Regional Field Office CAR
19. Regional Field Office I
20. Regional Field Office II
21. Regional Field Office III
22. Regional Field Office -CAL,ABARZON
23. Regional Field Office - MIMAROPA
24. Regional Field Office V
25. Regional Field Office VI
26. Regional Field Office VII
27. Regional Field Office VIII
28. Regional Field Office IX
29. Regional Field Office X
30. Regional Field Office XI
31. Regional Field Office XII
32. Regional Field Office XIII

TOTAL DA DELIVERY UNITS: 32

** Includes Offices of the Undersecretaries, Assistant Secretaries and support staff of the Secretary*

The above delivery units/offices will be grouped according to similarities of tasks and responsibilities. In this case, the following groupings will be considered:

Group	Delivery units/offices
1	Regional Field Offices (15) (CAR, I, II, III, CALABARZON, MIMAROPA, V, VI, VII, VIII, IX, X, XI, XII, XIII)
2	Bureaus (6) (ATI, BAR, BAIS, BAI, BPI, BSWM)
3	Services (11) (Office of the Secretary, Admin Service, AMAS, FOS, FMS, ICTS, IAS, Legal Service, PMS, PRS, PDS)

The delivery units/offices eligible to PBB in each group will be forced rank according to the following categories:

Ranking	Performance Category	No. of delivery units/offices			Total
		Group 1	Group 2	Group 3	
Top 10%	Best Delivery unit/office	1	1	1	3
Next 25%	Better Delivery unit/office	4	1	3	8
Next 65%	Good Delivery unit/office	10	4	7	21
TOTAL		15	6	11	32

II. Mechanics of ranking the performance of delivery units/offices

Delivery units/offices will undergo a maximum of three screenings to determine the final ranking.

Based on the groupings described above, each group will follow these mechanics in ranking of performance of delivery units/offices:

1. Delivery units/offices that meet the criteria and conditions stated in Section 4.1 of the JATF Memorandum Circular No. 2016-1 dated 12 May 2016, will be automatically considered as BEST Delivery units/offices.

Section 4.1:

- a. Achieve performance targets under their respective 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); and

b. Satisfy 100% of the Good Governance Conditions (GGCs) set by the AO 25 IATF for FY 2016.

2. The rest of the delivery units/offices will be ranked from highest to lowest according to the following criteria. This criteria also applies in case of tie for BEST delivery units/offices:

Criteria	Weights (%)
1. Performance targets achieved (or 100%) under the MFO, STO, and GASS. Also, all GGCs should be compliant.	60%
2. Performance targets achieved (or 100%) under the Office Performance Commitment and Review (OPCR) FY 2016	40%

3. In case needed, the following additional points may be used as tie breaker:

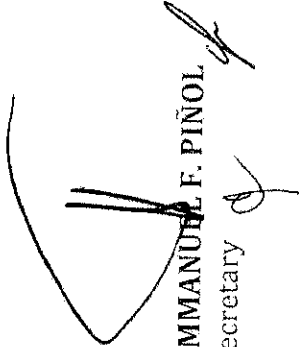
Criteria	Points
Submission of reports and requirements:	
a. Timeliness	1
b. Consistency (no changing of accomplishments during the year)	
- Absolutely no change in the reported accomplishment for all performance indicators	5
- With change in the reported accomplishment for one performance indicator	3
- With change in the reported accomplishment for two performance indicators	1
- With change in the reported accomplishment for three or more performance indicators	0

There shall no longer be a ranking of individuals within a delivery unit/office. The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly salary as of December 31, 2016, as follows, but not lower than Php 5,000.

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery unit/office	65%
Better Delivery unit/office	57.5%
Good Delivery unit/office	50%

III. Appeals/Complaints on Rating

Delivery units/offices that are dissatisfied with their rating can file an appeal to the Performance-Based Incentive System Technical Working Group (PBIS-TWG) as per Special Order No. 14 dated 4 January 2017, within 5 working days upon receipt of their performance evaluation. The PBIS TWG shall resolve concerns on appeal/complaints within 10 working days upon receipt of appeal/complaint.



EMMANUEL F. PIÑOL
Secretary