



September 25, 2019

**DEPARTMENT ORDER**

No. 09  
Series of 2019

**SUBJECT : Guidelines on the ranking of DA-OSEC delivery units as basis for the granting of Performance-Based Bonus (PBB) in FY 2019**

In addition to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-1 dated September 3, 2019, 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 2019.

**I. Delivery units/offices to be ranked**

Based on Section 7.2 of the IATF Memorandum Circular No. 2019-1, the following are the delivery units/offices for this Department:

- |  |  |
|--|--|
| 1. Office of the Secretary *                         | 17. Bureau of Soils & Water Management               |
| 2. Administrative Service                            | 18. Bureau of Agricultural and Fisheries Engineering |
| 3. Agribusiness and Marketing Assistance Service     | 19. Philippine Rubber Research Institute             |
| 4. Field Operations Service                          | 20. Regional Field Office CAR                        |
| 5. Financial and Management Service                  | 21. Regional Field Office I                          |
| 6. Information and Communications Technology Service | 22. Regional Field Office II                         |
| 7. Internal Audit Service                            | 23. Regional Field Office III                        |
| 8. Legal Service                                     | 24. Regional Field Office -CALABARZON                |
| 9. Planning and Monitoring Service                   | 25. Regional Field Office - MIMAROPA                 |
| 10. Policy Research Service                          | 26. Regional Field Office V                          |
| 11. Project Development Service                      | 27. Regional Field Office VI                         |
| 12. Agricultural Training Institute                  | 28. Regional Field Office VII                        |
| 13. Bureau of Agricultural Research                  | 29. Regional Field Office VIII                       |
| 14. Bureau of Agriculture & Fisheries Standard       | 30. Regional Field Office IX                         |
| 15. Bureau of Animal Industry                        | 31. Regional Field Office X                          |
| 16. Bureau of Plant Industry                         | 32. Regional Field Office XI                         |
|  | 33. Regional Field Office XII **                     |
|  | 34. Regional Field Office XIII                       |

**TOTAL DA DELIVERY UNITS: 34**

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

\*\* Includes Office of the SOCKSARGEN Area Development Project



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	<b>Regional Field Offices (15)</b> (CAR, I, II, III, CALABARZON, MIMAROPA, V, VI, VII, VIII, IX, X, XI, XII, XIII)
2	<b>Bureaus (8)</b> (ATI, BAR, BAFS, BAI, BPI, BSWM, PRRI, BAFE)
3	<b>Services (11)</b> (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	2	3	9
Next 65%	Good Delivery unit/office	10	5	7	22
<b>TOTAL</b>		15	8	11	34

## II. Ranking Committees

The ranking committee for Groups 1 and 2 (Regional Field Offices and Bureaus) will be the Performance Management Group (PMG). To ensure fairness in the assessment and ranking of delivery units/offices under Group 3 (Services), the PMG will be assisted by a ranking committee, with the following composition:

- Chair : Director, BAFS  
 Vice-Chair : Director, BSWM  
 Members : Director, BAI or authorized representative  
                   Director, ATI or authorized representative
- Secretariat : Personnel Division and  
                   Monitoring & Evaluation Division




The result of their assessment will be submitted to the PMG for approval.

### III. Mechanics of ranking the performance of delivery units/offices

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

1. The following delivery units/offices will be ranked according to the following criteria and weights/rating.

Criteria	Weights (%)
<p>1. Performance Targets achieved (100%) under Operations (i.e. Streamlining and process improvement of services as well as higher citizen/client satisfaction), Support to Operations (STO) and General Administration and Support Services (GASS) provided in Section 5.</p> <p>In addition, all Good Governance Conditions (for FY 2019 set by the AO 25 IATF as provided in Section 4) of the Delivery unit/offices are compliant.</p> <p><b>NOTE:</b> If the delivery unit/office is non-compliant in one or more GGCs, the delivery unit/office is automatically considered as GOOD delivery unit/office.</p>	60%
<p>2. Performance targets* achieved (100%) for indicators other than those indicators committed in number 1.</p> <p>* For RFOs and Bureaus: commitments in the GAA FY 2019 and Budget Execution Document</p> <p>For Services: commitments in the GAA FY 2019 (if applicable) and OPCR</p>	40%

3. The ranking committees will use point system for rating the accomplishments of all committed indicators, as follows:

Percentage Accomplishment	Points
• 100% and above	5
• 95.0% to 99.9%	3
• 90% to 94.9%	1
• Below 90.0%	0




4. The following are tie-breaking criteria for delivery units/offices:

Criteria	Additional Points
Submission of reports and requirements:	
a. Timeliness	1
b. Consistency (no changing of submitted accomplishment reports 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

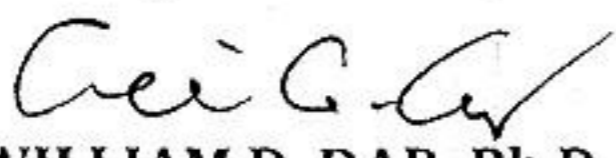
In case there are still unresolved issues in the ranking of delivery offices/units, the ranking committees shall elevate it to the Secretary. The Secretary's decision shall be considered as final.

5. There shall no longer be a ranking of individuals within a delivery unit/office. The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery unit/office	0.65
Better Delivery unit/office	0.575
Good Delivery unit/office	0.50

#### IV. Appeals/Complaints on Rating

Complaints regarding rating and other PBB-related concerns must be filed to the Focal Person for Complaints Desk within 5 working days upon receipt of their performance evaluation. If necessary, the focal person can elevate it to the PMG for discussion and the latter shall resolve concerns within 10 working days upon receipt of the appeal/complaint.

  
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DEPARTMENT OF AGRICULTURE  
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