



5 January 2016

MEMORANDUM FROM THE SECRETARY

SUBJECT : Guidelines on the ranking of DA-OSEC delivery units and personnel as basis for the granting of Performance-Based Bonus (PBB) in FY 2015

The Department will implement the following guidelines on the ranking of DA-OSEC delivery units and personnel as basis for the granting of Performance-Based Bonus (PBB) in FY 2015.

I. Delivery units/offices to be ranked

- | | |
|--------------------------------|--|
| 1. Regional Field Office CAR | 13. Regional Field Office X |
| 2. Regional Field Office I | 14. Regional Field Office XI |
| 3. Regional Field Office II | 15. Regional Field Office XII |
| 4. Regional Field Office III | 16. Regional Field Office XIII |
| 5. Regional Field Office IV-A | 17. Agricultural Training Institute |
| 6. Regional Field Office IV-B | 18. Bureau of Agricultural Research |
| 7. Regional Field Office V | 19. Bureau of Agriculture and Fisheries Standard |
| 8. Regional Field Office VI | 20. Bureau of Animal Industry |
| 9. Regional Field Office VII | 21. Bureau of Plant Industry |
| 10. Regional Field Office VIII | 22. Bureau of Soils and Water Management |
| 11. Regional Field Office IX | 23. DA-Central Office |

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

1. The delivery offices/units will be grouped according to similarities of tasks and responsibilities. In this case, the Regional Field Offices will be treated as Group 1 while the Bureaus including DA-OSEC will be part of Group 2.

The delivery offices/units in each group will be forced ranked using point system. The total percentage of indicators with at least 90% performance under Forms A (Operations, STO and GASS) and B will be computed for each of the delivery offices/units using the following:

- a. For the Regional Field Offices:

No. of indicators with at least 90% accomplishment	Equivalent points
19 -23	10
16- 18	8
11 - 15	6
6 - 10	4
1 - 5	2
0	0

- b. For the Bureaus including DA-OSEC:

Percent of total indicators with at least 90% accomplishment	Equivalent points
90% - 100%	10
70% - 89%	8
50% - 69%	6
30% - 49%	4
10% - 29%	2
0%	0

2. The delivery units/offices will be forced ranked on the basis of the result of the computation above, from highest to lowest, as follows:

- a. For the Regional Field Offices:

Ranking	Performance Category	No. of delivery units/offices
Top 10%	Best Delivery unit/offices	1
Next 25%	Better Delivery unit/offices	4
Next 65%	Good Delivery unit/offices	10

- b. For the Bureaus including DA-OSEC:

Ranking	Performance Category	No. of delivery units/offices
Top 10%	Best Delivery unit/offices	1
Next 25%	Better Delivery unit/offices	2
Next 65%	Good Delivery unit/offices	4

3. If the Department was able to achieve at least 90% of each indicators under the Planning Tool, the following ranking will be followed:

Ranking	Performance Category	No. of delivery units/offices
Top 15%	Best Delivery unit/offices	3
Next 30%	Better Delivery unit/offices	7
Next 55%	Good Delivery unit/offices	12

III. Mechanics of ranking the performance of personnel

The organizational unit (Division/Office) will be ranked according to their Office Performance Commitment Review (OPCR) based on the following:

Ranking	Performance Category
Top 10%	Best Delivery unit/offices
Next 25%	Better Delivery unit/offices
Next 65%	Good Delivery unit/offices

The individual employees will be ranked according to their Individual Performance Commitment Review (IPCR).

a. For the Best delivery unit/offices:

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

b. For the Better delivery unit/offices:


Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

c. For the Good delivery unit/offices:

Ranking	Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

IV. Appeals/Complaints on Rating

Delivery offices/units that are dissatisfied with their rating can file an appeal to the Performance-Based Incentive System Technical Working Group (PBIS-TWG)¹ within 3 working days upon receipt of their performance evaluation. The PBIS TWG shall resolve concerns on appeal/complaints.



PROCESO J. ALCALA
Secretary

DEPARTMENT OF AGRICULTURE

in replying pls cite this code
For Signature: S-01-16-0108
Received - 01/07/2016 03:50 PM