

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 1 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

1. OBJECTIVE

To establish the guidelines for ranking MIRDC officials and employees relative to the implementation and granting of CY 2017 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems [Administrative Order (AO) No. 25, s. 2011].

2. SCOPE AND COVERAGE

This covers all identified delivery units of MIRDC and all its officials and employee holding regular plantilla positions.

3. BASIC GUIDELINES

3.1 Agency



3.1.1 To be eligible for the PBB, the MIRDC must satisfy the following criteria and conditions as provided in the IATF MC No. 2017-1;

a. **Good Governance Targets.** Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for the 2017, to wit:

- i. Maintain/Update the Agency Transparency Seal
- ii. Maintain/update the PhilGEPS posting
- iii. Maintain/update the Citizen's Charter and
- iv. Develop the Agency's FOI Manual

Non-compliance with the good governance conditions shall render the MIRDC ineligible for FY 2017 PBB.

b. **Performance Targets.** Achieve agency performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY2017 General Appropriation Act (GAA), and the

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 2 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

targets for Support to Operations (STO) and General Administration and Support Services (GASS);

i. Common STO indicators and targets:

- a) Certification/Continuing Certification of the Quality Management System (QMS) for at least one core process issued by any international certification body accredited by the International Accreditation Forum (IAF) members.
- b) The second STO target is identified in accordance with the priority of the Agency Head.

ii. Common GASS targets shall include:



- a) Budget Utilization Rate (BUR)
 - b) Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS)
 - c) Agencies full compliance with at least 30% of the prior years' audit recommendations, as shown in the Report on Status of Implementation of Prior Years' Recommendations of the Annual Audit Report (AAR)
- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the 1st and 2nd level officials and employees.

3.2 Delivery Units

3.2.1 The Executive Director (ED) will be eligible only if MIRDC is eligible for PBB. If eligible, the ED's PBB rate for FY 2017 shall be equivalent to 65% of the ED's monthly basic salary. The ED shall not be included in the Report on Ranking of Delivery Units.

3.2.2 MIRDC delivery units are the following:

- a. Office of the Executive Director (OED)
- b. Planning and Management Division (PMD)

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 3 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

- c. Finance and Administrative Division (FAD)
- d. Analysis and Testing Division (ATD)
- e. Technology Diffusion Division (TDD)
- f. Materials and Process Research Division (MPRD)
- g. Prototyping Division (PD)

3.2.3 The delivery units shall meet the criteria and conditions in 3.1.1 to be eligible for the FY 2017 PBB.

3.3 Individual/Personnel

3.3.1 Employees should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved SPMS to be eligible for PBB.



3.3.2 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in recipient agency that rated his/her performance. Payment of the PBB shall come from the parent agency.

3.3.3 Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

3.3.4 An official or employee who has rendered a minimum of nine (9) months of service in FY2017 and with at least satisfactory rating may be eligible to the full grant of the PBB.

3.3.5 An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least “Satisfactory” rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 4 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		



4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata 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

3.3.6 Personnel who are not entitled to the PBB:

- a. An employee who is in vacation or sick leave, with or without pay, for the entire year.
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- c. Personnel who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s.2015.
- d. Personnel who failed to liquidate cash advances received in FY2017 within the reglementary period as required by COA.
- e. Personnel who failed to submit the complete SPMS Forms.
- f. Officials and employees responsible for the non-compliance of the following requirements:
 - 1) Prior years' audit recommendations;

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 5 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

- 2) Submission of COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs);
- 3) QMS Certification; and
- 4) Posting and dissemination of the MIRDC system of ranking performance of delivery units.

3.3.7 Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to FY 2017 PBB if the MIRDC fails to submit the following:

- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board
- b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
- c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System



3.3.8 Agency Heads should ensure that officials and employees covered by R.A. No. 6713 submitted their 2016 SALN to the respective SALN repository agencies; liquidated their FY2017 Cash Advances; and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.

4.0 RANKING OF DELIVERY UNITS AND PBB RATES OF INDIVIDUAL EMPLOYEES

4.1 Ranking of Delivery Units

4.1.1 Delivery Units (DU) that meet the criteria and conditions in Item 3.1.1 are eligible to the PBB for FY 2017, and shall be forced ranked as follows:

Ranking	Performance Category	No. of DU
Top 10%	Best Delivery Unit	1
Next 25%	Better Delivery Unit	2
Next 65%	Good Delivery unit	4

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 6 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

4.1.2 Performance ranking of eligible delivery units is based on the following criteria:

Indicator	Weight (%)
a. Accomplishment of Performance Targets	70%
b. Submission of Reports and Documentary Requirements	10%
c. Conformity to Management Systems	10%
d. Participation to Employees Engagement Programs	5%
e. Support to Other Division/System	5%
Total	100%

Additional percentage will be given to Awards & Recognition and Service Delivery Innovation with a maximum of 2.5% each.

4.2 PBB Rates of Individual Employees



4.2.1 **Individual employees.** PBB rates shall depend on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	PBB as % of MBS
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

In case of detail, or transfer/assignment from one DU to another (without effect of promotion), employee shall be rated and ranked in the DU where he/she served the longest.

In case of promotion to another DU, employee shall be rated and ranked in the new DU.

5.0 PERFORMANCE REVIEW AND EVALUATION

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 7 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

5.1 Eligible Delivery Units

5.1.1 **Accomplishment of Performance Targets.** This shall be rated by the PBB Committee based on DPCR/OPCR.

5.1.1.1 To get the score on accomplishment, percentage of accomplishment is multiplied by the weight allocation 70%.

5.1.1.2 The percentage of accomplishment of the OED shall be computed as follows:



Employee	Weight (%)
OED for TS	30% of OPCR-TS
OED for RD	30% of OPCR-RD
Attorney IV	25% of IPCR
Immediate Support Staff OED	5% of IPCR
Immediate Support Staff OED-TS	5% of IPCR
Immediate Support Staff OED-RD	5% of IPCR
Total	100%

5.1.2 **Submission of Reports and Documentary Requirements.** This shall be evaluated by the PBB Committee based on the percentage of on-time submission of reports, as follows:

Indicator	Points
90-100% of reports submitted on deadlines	100
70-89% of reports submitted on deadlines	80
50-69% of reports submitted on deadlines	60
30-49% of reports submitted on deadlines	40
10-29% of reports submitted on deadlines	20
0-9% of reports submitted on deadlines	0

5.1.3 **Conformity to Management Systems.** This shall be the indicator to determine the degree of conformity to the MIRDC management system.

5.1.3.1 Conformance to MIRDC's Quality and Environmental Management System (QEMS) based on external audit shall be rated as follows:

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 8 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

Indicator	Points
Zero NC for the year	100
1 NC for the year	90
2 NCs for the year	80
3 NCs for the year	70
4 NCs for the year	60
5 or more NCs for the year	50



Minor NC for QMS and Significant NC for LMS. Major NC or Highly Significant NC shall have a score of 50 points.

5.1.3.2 Submission of accomplished NCARs Internal and External based on deadline shall be evaluated as follows:

Indicator	Points
Before or on the deadline	100
1 day late	90
2 days late	80
3 days late	70
4 days late	60
5 days or more late	50

5.1.3.3 Execution of Corrective Action based on target completion date shall be evaluated as follows:

Indicator	Points
Before or on the deadline	100
1 to 5 working days delayed	90
6 to 10 working days delayed	80
11 to 15 working days delayed	70
16 to 20 working days delayed	60
21 working days or more delayed	50

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 9 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

- 5.1.4 **Participation to Employee's Engagement Programs.** This refers to non-work related programs intended to foster nationalism, teamwork, sportsmanship, and health and fitness among others.

These includes attendance to flag ceremony, teambuilding, anniversary celebrations, Christmas celebrations and other activities implemented and/ or supported by the MIRDC and DOST that requires ALL employees' participation. Point system is based on the percentage of participation of delivery units in all activities/programs implemented and/or supported as certified by the Administrative and General Services Section (AGSS) of Finance and Administration (FAD), using the formula below:

$$\text{Participation \%} = \frac{\text{No. of attendees in activity 1+2+...n}}{\text{Total Number of Employees Required}} \times 100$$

Total Number of Activities/Programs
Implemented/Supported



Note: Employee/s assigned as skeletal, on official business, on approved leave or by reason of religious affiliation shall be excluded from the Total Number of Employees Required.

Indicator	Points
90-100% participation	100
60-89% participation	80
40-69% participation	60
20-39% participation	40
0-19% participation	20

- 5.1.5 **Support to Other Divisions/Systems.** This refers to allowing staff to participate in the activities/programs of other divisions, including DOST agencies, provided that the said activities are not part of the supporting division's performance targets, as follows:

- a. Internal audit
- b. Training
- c. Consultancy

The OED is excluded from this criterion.

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 10 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

5.1.5.1 Internal Audit – refers to the number of available employees who participated; excludes observers for LMS/auditor-in-training for QMS who has undergone audit training.

Indicator	Points
4 or more of division employee	100
3 division employee	75
2 division employee	50
1 division employee	25
none	0

5.1.5.2 Training and consultancy



Indicator	Points
100% of required man-hour	100
75-99% of required man-hour	75
50-74% of required man-hour	50
25-49% of required man-hour	25
Less than 25% of required man-hour	0

Cancelled regular programs may be replaced by packaged programs, subject to approval of the concerned DED.

5.1.6 Awards and Recognition. This refers to awards or recognition given to an individual or group of individuals in a delivery unit for ideas, suggestions, inventions, discoveries, superior/outstanding accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contribute to the efficiency, effectiveness, economy, improvement in government operations which lead to organizational productivity and/ or profound impact to client/public.

5.1.6.1 Awards given by CSC, DOST, or other agencies and juridical entities.

CATEGORY	Points Per Award		
Awards*:	1st	2nd	3rd

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	---

POLICY MANUAL MIRDC	POL – MIRDC	011
	Revision No.: 1	Page 11 of 11
Section :	Effectivity Date: January 1, 2017	
Subject: Guidelines on Ranking of Delivery Units for the Granting of CY2017 PBB		

Local			
a. District (City, Municipality, Province)	40	20	10
b. Regional	60	30	15
c. National	80	40	20
d. International	100	50	25
Plaque/Certificate of Appreciation/ Recognition			
a. Local	10		
b. International	20		

If position is not indicated in the award, the 1st place position score is used.

If given to multiple delivery units, the score shall be weighted and prorated based on the number of project personnel.



5.1.6.2 Awards to be considered are only those that arise out of a competition or rivalry among two or more equally matched individuals specifically for a particular goal, position or reward under a fair or equitable rules and circumstances.

5.1.6.3 For serial (two or more) awards, (for the same category period), the award with the highest points will be considered, but not to exceed one-hundred 100 points.

5.1.6.4 Awards to be considered should take into consideration the category, extent of the award and the award giving body, e.g., if the signatory is Regional Director, the award is regional award. If the award is open for all, it is national award.

5.1.7 **Service Delivery Innovation.** This refers to new or improved process in the delivery of the service products that benefit both the service producer and the client/customer.

5.1.8 The average score shall be multiplied by the weighted percentage. Considering that the OED is excluded from Support to Other Divisions/Systems criterion, the total average of OED shall be "over 95".

Prepared by:  JONATHAN Q. PUERTO Chair, PBB Committee	Approved by:  ROBERT O. DIZON Executive Director
--	--