



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA Corner Quezon Avenue, QUEZON CITY  
www.dilg.gov.ph

January 31, 2018

**CIRCULAR**  
**NO. 2018- 05**

**SUBJECT : GUIDELINES IN THE GRANT OF THE FY 2017  
PERFORMANCE-BASED BONUS (PBB) FOR DILG-LOCAL  
GOVERNMENT (LG) SECTOR DELIVERY UNITS AND  
PERSONNEL**

The Department will adopt the following implementing guidelines in the grant of the FY 2017 Performance-Based Bonus (PBB) for DILG – Local Government (LG) Sector, viz:

## **1. LEGAL BASES**

- 1.1 Executive Order No. 80, s. 2012 dated July 20, 2012, titled *"Directing the Adoption of a Performance-Based Incentive System for Government Employees;"*
- 1.2 Executive Order No. 201, s. 2016 dated February 19, 2016, titled *"Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel;"*
- 1.3 Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-01 dated March 9, 2017, titled *"Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016;"* and
- 1.4 Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-02 dated December 21, 2017, titled *"Procedures Ensuring Quality of Validation/Assessment of Requirements for the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2017."*

## **2. COVERAGE**

All officials and employees of eligible DILG Regional Offices, Bureaus, Services, Executive Offices, and other delivery units within the DILG-LG Sector, holding **regular** and **co-terminus plantilla positions** and all **contractual personnel** (Patrol 117 Commission) having an employer-employee relationship with the Department, and whose compensation are charged against the lump sum appropriation under



Personnel Services, and those occupying positions in the DBM approved contractual staffing pattern.

### 3. ELIGIBILITY OF THE DEPARTMENT

The DILG-LG Sector must satisfy the following conditions to be eligible for the grant of PBB:

#### 3.1 Satisfy 100% of **Good Governance Conditions** for FY 2017 set by the AO 25 IATF:

Maintain/update of the <b>Agency Transparency Seal</b>	<ul style="list-style-type: none"> <li>Should be accessible by clicking the Transparency Seal on the home page of official website</li> </ul> <p>Should contain:</p> <ul style="list-style-type: none"> <li>Agency's mandate and functions</li> <li>Name, position, designation, and contact information of officials</li> <li>DBM-approved budget and corresponding targets for FY 2017</li> <li>Projects, Programs and Activities; Beneficiaries; Status of Implementation for FY 2017</li> <li>FY 2017 Annual Procurement Plan (APP-nonCSE); and FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)</li> <li>QMS ISO Certification by an international certification body (ICB)</li> <li>System of Ranking Delivery Units</li> <li>Freedom to Information (FOI) Manual</li> </ul>
Maintain/update all <b>postings in the Philippine Government Procurement System (PhilGEPS)</b>	<ul style="list-style-type: none"> <li>Postings of Invitations to Bids, and awarded contracts should be updated</li> <li>Constant monitoring of postings and compliance status should be conducted through PhilGEPS microsite <a href="http://data.philgeps.gov.ph/directory/pbb.aspx">http://data.philgeps.gov.ph/directory/pbb.aspx</a></li> </ul>
Compliance to the <b>Anti-Red Tape Act of 2007</b>	<ul style="list-style-type: none"> <li>Citizen's Charter/Service Charter should be updated</li> <li>Validation shall now be complemented with reports on feedback and complaints covered until November 15, 2017 from citizens gathered by the: (1) Office of the President (OP); (2) Presidential Management Staff (PMS); (3) Presidential Communications Operations Office (PCOO); (4) CSC Contact Center ng Bayan (CCB)/ Hotline #8888.</li> <li>Self-assessment and reporting of improvements should be conducted, noting: (1) CSC Memorandum Circular No. 14, s. 2016 dated July 1, 2016, titled "<i>Urgent Review and improvement of Citizen's Charter</i>;" (2) CSC Memorandum Circular No. 14, s. 2017 dated May 3, 2017, titled "<i>Validation Guidelines on Citizen's Charter Compliance for the 2017 Performance-Based Bonus</i>"</li> </ul>



### 3.2 Achieve **Performance Targets** for FY 2017 for the delivery of:

<b>Major Final Outputs (MFOs)</b> under the Performance Informed Budget of the FY 2017 General Appropriations Act	<ul style="list-style-type: none"><li>• In case the Department/Agency is assessed to have deficiencies in meeting its performance commitments, the Head of Agency may request for re-evaluation of their compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, <u>justifiable reasons are factors that are considered outside of the control of the agency.</u></li></ul>
Targets for <b>Support to Operations (STO)</b>	
Targets for <b>General Administration and Support Services (GASS)</b>	

	<ul style="list-style-type: none"><li>• There will be a stricter review of physical accomplishments vs BUR. <u>Justifications of agencies for not meeting their targets and the 100% Disbursements BUR will not be accepted starting this cycle</u>, except for savings in Obligations and Disbursements arising from efficiency measures implemented in procurement and other agency operations. These savings must therefore be clearly specified in the explanations and justifications on submitted BUR reports.</li><li>• Note the <u>amendment to computation and measurement of Obligations BUR and Disbursements BUR</u> mentioned in IATF Memorandum Circular No. 2017-02.</li><li>• Submission of agency physical accomplishments and other requirements, including explanations and justifications, will be until <b>August 31, 2018</b>.</li></ul>
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3.3 Use the **CSC-Approved Strategic Performance Management System (SPMS)** in rating the performance of First and Second Level employees, and **Career Executive Service Performance Evaluation System (CESPES)** in rating the performance of officials who are incumbents of CES positions, and those who are Presidential appointees.

3.4 Oversight/Validating agencies are granted the authority to withhold the PBB, as well as the authority to appeal in behalf of the agencies they oversee/validate.

## 4. ELIGIBILITY OF INDIVIDUALS

The following shall be observed in determining the eligibility for the grant of the PBB of personnel within the DILG-LG Sector:

4.1 Eligibility of individuals to the grant of PBB shall be based on the eligibility of the agency and ranking of their respective delivery units.

4.2 If the Department is eligible, the PBB rate of the Secretary for FY 2017 shall be equivalent to 65% of his monthly basic salary.

4.3 Employees who belong to the First, Second and Third Levels should receive a rating of at least "**Satisfactory**" based on the agency's CSC-approved SPMS or the CESPES. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.



- 4.4 Personnel on detail or secondment to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 4.5 Personnel who is reassigned to other region/bureau/service/delivery unit within the DILG–LG Sector for six (6) months or more shall be included in the ranking of employees in the recipient region/bureau/service/delivery unit that rated his/her performance.
- 4.6 Personnel who transferred from one government agency to another agency shall be included in the ranking of employees in the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the ranking of employees in the recipient agency.
- 4.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least “Satisfactory” rating may be eligible to the **full grant of the PBB**.
- 4.8 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 for the grant of PBB on a **pro-rata basis** corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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%
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:

- Being a newly hired employee
  - Retirement
  - Resignation
  - Rehabilitation Leave
  - Maternity Leave / Paternity Leave
  - Vacation or Sick Leave with or without pay
  - Scholarship/Study Leave
  - Sabbatical Leave
- 4.9 An employee who has rendered a minimum of nine (9) months of service (including months in LGOO Training) during the fiscal year may be eligible for the **full grant of the PBB**, provided that said employee submitted at least one (1) IPCR for FY 2017 and received a rating of at least “Satisfactory.”

Moreover, an employee who has rendered less than nine (9) months but a minimum of three (3) months of service (including months in LGOO Training) during the fiscal year may be eligible for the grant of the PBB on a **pro-rata**



**basis**, provided that said employee submitted at least one (1) IPCR for FY 2017 and received a rating of at least "Satisfactory."

- 4.10 An employee who is on vacation or sick leave, with or without pay, for more than nine (9) months is not eligible to the grant of the PBB.
- 4.11 Personnel who is on Scholarship/Study Leave for more than nine (9) months is not eligible to the grant of the PBB.
- 4.12 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 4.13 Officials and employees who failed to submit the 2016SALNs prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2017 PBB.

For those who are newly hired in 2017, they should have submitted their SALN as of date of assumption to duty to qualify for the grant of the PBB.

**The respective Personnel Division/Section/Unit of the Central Office and Regional Offices shall furnish their PBB Secretariat a list of personnel who failed to submit the 2016 SALN.**

- 4.14 Officials and employees who failed to liquidate cash advances received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.

**The respective Accounting Division/Section/Unit of the Central Office and Regional Offices shall furnish their PBB Secretariat a list of personnel with unliquidated cash advances received in FY 2017.**

- 4.15 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.

**The Human Resource Management Division of the Central Office, and the respective Personnel Section/Unit of the Regional Offices shall furnish their PBB Secretariat a list of personnel who failed to submit their complete SPMS Forms for FY 2017.**

- 4.16 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individual.
- 4.17 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs) shall not be entitled to the FY 2017 PBB if the Department fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-033 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.



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

(1) FY 2017 Annual Procurement Plan (APP-nonCSE) to the Government Procurement Policy Board (GPPB); (2) FY 2018 Annual Procurement Plan – Common-Use Supplies and Equipment (APP-CSE) to the DBM Procurement Service; (3) Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System (per GPPB Resolution No. 10-2012), complete with the APCPI Self-Assessment Form, APCPI Consolidated Procurement Monitoring Report, and APCPI Procurement Capacity Development Action Plan.

- 4.19 Officials and employees responsible for the non-compliance of prior years' audit recommendations shall **not** be entitled to the FY 2017 PBB.

Section 6(3)(c) of IATF Memorandum Circular No. 2017-1 states:

*"The Department shall have fully complied 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). The objective is to improve the agency's internal control processes, operate effectiveness, and eliminate most, if not all of these audit findings are resolved and remedied by the end of 2019."*

- 4.20 Officials and employees responsible for the QMS Certification or alignment specified in Sections 6(2)(a) and 6(2)(b) of IATF Memorandum Circular No. 2017-1 shall **not** be entitled to the FY 2017 PBB if the Department fails to comply with the said requirement.
- 4.21 Officials and employees responsible for posting and dissemination of the Department system of ranking performance of delivery units shall **not** be entitled to the FY 2017 PBB if the Department fails to comply.

## 5. RATE OF PBB AND LIST OF PERSONNEL ENTITLED TO FY 2017 PBB

- 5.1 The rates of PBB for each individual shall be based 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	MULTIPLE OF BASIC SALARY
Best Delivery Units	65% or 0.65
Better Delivery Units	57.5% or 0.575
Good Delivery Units	50% or 0.50

- 5.2 In computing the PBB amount to be received by each individual, it must also be correctly determined whether they are entitled to a full grant (see Section 4(7)) or a pro-rated grant (see Section 4(8)) of the PBB.



5.3 The PBB focal person/secretariat of each delivery unit will prepare the **List of Personnel Entitled to FY 2017 PBB** (Annex A). The said list should be submitted via email to the DILG PMG Secretariat ([pmgsecretariat.dilgco@gmail.com](mailto:pmgsecretariat.dilgco@gmail.com)) in soft copy format only (i.e., excel file of the list and PDF/JPEG file of the last page which should be duly signed and certified correct by the head of the delivery unit).

5.4 The DILG PMG Secretariat will consolidate the List of Personnel Entitled to FY 2017 PBB from all delivery units, and prepare the **Form 1.0 and Evaluation Matrix of the DILG-LG Sector** for submission to the DBM and AO 25 on March 31, 2018.

## 6. RATING AND RANKING OF DELIVERY UNITS

6.1 Pursuant to Section 8(3) of IATF Memorandum Circular 2017-1 which prescribes the identification and determination of delivery units in Departments/Agencies, the following DILG-LG Sector delivery units have been identified:

DELIVERY UNITS GROUPED ACCORDING TO CLUSTER	NUMBER OF DELIVERY UNITS
<b>Executive Office</b> (includes OSEC Proper, Offices of Undersecretaries, and Offices of Assistant Secretaries)	1
<b>Bureaus</b> <ul style="list-style-type: none"> <li>• OPDS (Office of Project Development Services)</li> <li>• BLGD (Bureau of Local Government Development)</li> <li>• BLGS (Bureau of Local Government Supervision)</li> <li>• NBOO (National Barangay Operations Office)</li> </ul>	4
<b>Services</b> <ul style="list-style-type: none"> <li>• PS (Planning Service)</li> <li>• FMS (Financial and Management Service)</li> <li>• AS (Administrative Service)</li> <li>• IAS (Internal Audit Service)</li> <li>• LLLS (Legal and Legislative Liaison Service)</li> <li>• ISTMS (Information Systems and Technology Management Service)</li> <li>• PACS (Public Affairs and Communications Service) [including the Patrol 117 Commission]</li> </ul>	7
<b>Regional Offices</b> <ul style="list-style-type: none"> <li>• DILG Region I</li> <li>• DILG Region II</li> <li>• DILG Region III</li> <li>• DILG Region IV-A</li> <li>• DILG Region IV-B</li> <li>• DILG Region V</li> <li>• DILG Region VI</li> <li>• DILG Region VII</li> <li>• DILG Region VIII</li> <li>• DILG Region IX</li> <li>• DILG Region X</li> </ul>	16

<ul style="list-style-type: none"> <li>• DILG Region XI</li> <li>• DILG Region XII</li> <li>• DILG CARAGA</li> <li>• DILG CAR</li> <li>• DILG NCR</li> </ul>	
<b>TOTAL</b>	<b><u>28</u></b>

6.2 The **28 DILG-LG Sector delivery units** shall be forced ranked following the distribution below:

<b>RANKING</b>	<b>PERFORMANCE CATEGORY</b>	<b>ALLOWABLE NUMBER OF DELIVERY UNITS</b>	<b>DISTRIBUTION OF DELIVERY UNITS</b>
Top 10%	Best Delivery Units	3	1 Regional Office 1 Bureau 1 Service
Next 25%	Better Delivery Units	7	1 Executive Office 3 Regional Offices 1 Bureau 2 Services
Remaining 65%	Good Delivery Units	18	12 Regional Offices 2 Bureau 4 Services
<b><u>100%</u></b>		<b><u>28</u></b>	<b><u>28</u></b>

### 6.3 Rating and Ranking of Bureaus

Bureaus will **not** rate other Bureaus. Bureaus will not rate the delivery units within their cluster because the objectivity of the rater is compromised – given that the rater and ratee, in this case, are considered as competitors relative to Forced Ranking of Delivery Units.

**Assessors are allowed to rate only the delivery units that they are in constant coordination with or those whose services they have availed of.**

<b>CRITERIA FOR BUREAUS</b>	<b>ASSESSOR/S</b>	<b>WEIGHT</b>
<b>Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets</b>	PS (Planning Service)	25%
<b>Performance focused on the following parameters/criteria:</b>  <u>ROs Rating Criteria</u> (1) Adaptive of the programs, projects based on the instruction of the SILG and the President (2) Clarity of issuances/ instructions/ guidance/ guidelines in the implementation of PPAs (targets, timelines, etc.) (3) Timeliness in terms of	ROs (Regional Offices)  <i>using Annex B</i>	25%



<p>(3a) Issuances/ instructions/ guidance/ guidelines in the implementation of PPAs (targets, timelines, etc.)</p> <p>(3b) Providing technical assistance when needed</p> <p>(4) Support, of any kind, they extend to the RO for the successful implementation of PPAs</p> <p>(5) Presence/availability of feedback mechanisms that paves the way for prompt response to queries and clarifications concerning issuances/ instructions/ guidance/ guidelines that emanate from them and smooth exchange of information on PPA implementation</p>		
<p><b>Financial Performance based on the following parameters/criteria:</b></p> <p><u>FMS Rating Criteria</u></p> <p>(1) Budget Utilization Rate (BUR) – obligation VS allotment</p> <p>(2) Liquidation Status – liquidation VS ageing of cash advances</p> <p>(3) Notice of Cash Allocation (NCA) Utilization Rate</p> <p>(4) Submission of Requirements and Reports</p> <p>(4a) Timeliness – frequency and promptness in reports submission</p> <p>(4b) Quality – completeness and accuracy of reports</p>	<p>FMS (Financial and Management Service)</p>	<p>25%</p>
<p><b>Performance focused on the following parameters/criteria:</b></p> <p><u>AS Rating Criteria</u></p> <p>(1) Compliance to Administrative Policies</p> <p>(2) Submission of Requirements and Reports</p> <p>(2a) Timeliness – frequency and promptness in reports and requirement submission</p> <p>(2b) Quality – completeness and accuracy of reports</p>	<p>AS (Administrative Service)</p> <p><i>criteria details found in Annex D</i></p>	<p>10%</p>
<p><b>Performance in the delivery of specific initiatives and other special assignments</b></p>	<p><i>Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.</i></p>	<p>15%</p>
<p><b>TOTAL</b></p>		<p><b>100%</b></p>
<p><b>BONUS POINTS: Office recognition/awards from DILG Central Office and LGA</b></p>		<p>1% per award</p> <p>maximum of 2% may be given as bonus points per delivery unit</p>

#### 6.4 Rating and Ranking of Services

Services will **not** rate other Services (with exemption of the Planning Service). Services will not rate the delivery units within their cluster because the objectivity of the rater is compromised – given that the rater and ratee, in this case, are considered as competitors relative to Forced Ranking of Delivery Units.



**Assessors are allowed to rate only the delivery units that they are in constant coordination with or those whose services they have availed of.**

CRITERIA FOR SERVICES	ASSESSOR/S	WEIGHT
Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	PS (Planning Service)	25%
Performance focused on parameters/criteria applicable to each Service.	ROs (Regional Offices)	25%
	Bureaus <i>using Annexes C.1 to C.7</i>	25%
Performance in the delivery of specific initiatives and other special assignments	<i>Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.</i>	25%
<b>TOTAL</b>		<b>100%</b>
<b>BONUS POINTS: Office recognition/awards from DILG Central Office and LGA</b>		1% per award maximum of 2% may be given as bonus points per delivery unit

### 6.5 Rating and Ranking of Regional Offices

Regional Offices will not rate other Regional Offices. Regional Offices will not rate the delivery units within their cluster because the objectivity of the rater is compromised – given that the rater and ratee, in this case, are considered as competitors relative to Forced Ranking of Delivery Units.

**Assessors are allowed to rate only the delivery units that they are in constant coordination with or those whose services they have availed of.**

CRITERIA FOR REGIONAL OFFICES	ASSESSOR/S	WEIGHT
Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	PS (Planning Service)	25%
Performance based on Physical Accomplishments and monitoring and Evaluation of project/program under the respective Bureau's operational jurisdiction	Bureaus  <i>criteria details found in Annexes F, G, H and I</i>	25%
Financial Performance based on the following parameters/criteria:  <u>FMS Rating Criteria</u> (1) Budget Utilization Rate (BUR) – obligation VS allotment (2) Liquidation Status – liquidation VS ageing of cash advances (3) Notice of Cash Allocation (NCA) Utilization Rate (4) Submission of Requirements and Reports (4a) Timeliness – frequency and promptness in reports submission (4b) Quality – completeness and accuracy of reports	FMS (Financial and Management Service)	20%



<b>Performance focused on the following parameters/criteria:</b>  <u>AS Rating Criteria</u> (1) Compliance to Administrative Policies (2) Submission of Requirements and Reports (2a) Timeliness – frequency and promptness in reports and requirement submission (2b) Quality – completeness and accuracy of reports	AS (Administrative Service)  <i>criteria details found in Annex D</i>	10%
<b>Performance in the establishment and implementation of Regional Quality Management System Certifiable to ISO 9001:2015</b>	Management Division	5%
<b>Performance in the delivery of specific initiatives and other special assignments</b>	<i>Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.</i>	15%
<b>TOTAL</b>		<b>100%</b>
<b>BONUS POINTS: Office recognition/awards from DILG Central Office and LGA</b>		1% per award  maximum of 2% may be given as bonus points per delivery unit

6.6 The Planning Service shall consolidate the assessment results and submit the **Result of Ranking of Delivery Units** to the PMG Secretariat.

*(Note: The deadline of submission of the Form 1.0 and Evaluation Matrix to DBM and AO 25 is on March 31, 2018.)*

## 7. TRANSPARENCY, FEEDBACK AND GRIEVANCE MECHANISM

For purposes of transparency, the following shall be observed:

- 7.1. The rating tools and their very contents shall be disseminated by the Secretariat to operating units which, in three working days, shall submit to the PMG Secretariat their comments and recommendations.
- 7.2. Once assessors have evaluated all delivery units, the PMG Secretariat shall release the **ratings** of each delivery unit for their information and concurrence.

A delivery unit may clarify its rating/s with concerned assessor/s up to two (2) days after release of said information.

When no comments/clarification/appeal is received within the period mentioned, it is assumed that the delivery unit is concurring with its ratings from assessors.

- 7.3. In the event the rater and the ratee do not reach any agreement, the latter can elevate its case/appeal to the PBB Grievance Committee which shall respond to complaint and redress issues arising from the rating and ranking of delivery units. The Committee's decision is **FINAL**.



- 7.4. The DILG-LG Performance Management Group will release through the Public Affairs and Communication Service (PACS) the final **ranking** of delivery units.
- 7.5. Each delivery unit will also receive from PMG Secretariat a Performance Scorecard for FY 2017 detailing its respective strengths and areas for improvement.

These guidelines shall be enforced for the grant of PBB for FY 2017.

  
**EDUARDO M. AÑO**  
*Officer-In-Charge, DILG*

   
DILG-GSEC 07012016-16891



**FY 2017 PBB  
LIST OF ANNEXES**

Annex A	List of Personnel Entitled to FY 2017 PBB
Annex B	Performance Rating Tool to rate Bureaus
Annex C.1	Performance Rating Tool to rate PS
Annex C.2	Performance Rating Tool to rate FMS
Annex C.3	Performance Rating Tool to rate IAS
Annex C.4	Performance Rating Tool to rate AS
Annex C.5	Performance Rating Tool to rate PACS
Annex C.6	Performance Rating Tool to rate LLLS
Annex C.7	Performance Rating Tool to rate ISTMS
Annex D	AS Criteria in Rating Bureaus and Regional Offices
Annex E	FMS Management Division Criteria in Rating Regional Offices
Annex F	BLGD Criteria in Rating Regional Offices
Annex G	BLGS Criteria in Rating Regional Offices
Annex H	OPDS Criteria in Rating Regional Offices
Annex I	NBOO Criteria in Rating Regional Offices

Annexes are downloadable from <http://bit.ly/2FcSOJM>



## LIST OF PERSONNEL ENTITLED TO FY 2017 PBB

Name of Delivery Unit: 

NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
Dela Cruz, Juan	Undersecretary	12	30	1	117,601	1						
Dela Cruz, Juana	Undersecretary	6	30	2	119,208				1			
			30	3	120,836							
			30	4	122,486							
			30	5	124,159							
			30	6	125,855							
			30	7	127,573							
			30	8	129,316							
			29	1	106,454							
			29	2	107,908							
			29	3	109,382							
			29	4	110,875							
			29	5	112,390							
			29	6	113,925							
			29	7	115,481							
			29	8	117,058							
			28	1	96,363							
			28	2	97,679							
			28	3	99,013							
			28	4	100,366							
			28	5	101,736							
			28	6	103,126							
			28	7	104,534							
			28	8	105,962							
			27	1	87,229							
			27	2	88,420							



NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			27	3	89,628							
			27	4	90,852							
			27	5	92,093							
			27	6	93,351							
			27	7	94,625							
			27	8	95,925							
			26	1	78,960							
			26	2	80,039							
			26	3	81,132							
			26	4	82,240							
			26	5	83,363							
			26	6	84,502							
			26	7	85,657							
			26	8	86,825							
			25	1	71,476							
			25	2	72,452							
			25	3	73,441							
			25	4	74,444							
			25	5	75,461							
			25	6	76,491							
			25	7	77,536							
			25	8	78,595							
			24	1	64,416							
			24	2	65,296							
			24	3	66,187							
			24	4	67,092							
			24	5	68,008							
			24	6	68,937							
			24	7	69,878							
			24	8	70,832							
			23	1	58,310							
			23	2	59,106							
			23	3	59,913							
			23	4	60,732							



NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			23	5	61,561							
			23	6	62,402							
			23	7	63,255							
			23	8	64,118							
			22	1	52,783							
			22	2	53,503							
			22	3	54,234							
			22	4	54,975							
			22	5	55,726							
			22	6	56,487							
			22	7	57,258							
			22	8	58,040							
			21	1	47,779							
			21	2	48,432							
			21	3	49,094							
			21	4	49,764							
			21	5	50,443							
			21	6	51,132							
			21	7	51,831							
			21	8	52,539							
			20	1	43,250							
			20	2	43,841							
			20	3	44,440							
			20	4	45,047							
			20	5	45,662							
			20	6	46,285							
			20	7	46,917							
			20	8	47,559							
			19	1	39,151							
			19	2	39,685							
			19	3	40,227							
			19	4	40,776							
			19	5	41,333							
			19	6	41,898							

NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			19	7	42,470							
			19	8	43,051							
			18	1	35,693							
			18	2	36,111							
			18	3	36,532							
			18	4	36,960							
			18	5	37,392							
			18	6	37,829							
			18	7	38,272							
			18	8	38,719							
			17	1	32,747							
			17	2	33,131							
			17	3	33,518							
			17	4	33,909							
			17	5	34,306							
			17	6	34,707							
			17	7	35,113							
			17	8	35,524							
			16	1	30,044							
			16	2	30,396							
			16	3	30,751							
			16	4	31,111							
			16	5	31,474							
			16	6	31,843							
			16	7	32,215							
			16	8	32,592							
			15	1	27,565							
			15	2	27,887							
			15	3	28,214							
			15	4	28,544							
			15	5	28,877							
			15	6	29,214							
			15	7	29,557							
			15	8	29,902							



NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			14	1	25,290							
			14	2	25,573							
			14	3	25,859							
			14	4	26,149							
			14	5	26,441							
			14	6	26,737							
			14	7	27,036							
			14	8	27,339							
			13	1	23,257							
			13	2	23,517							
			13	3	23,780							
			13	4	24,047							
			13	5	24,315							
			13	6	24,587							
			13	7	24,863							
			13	8	25,141							
			12	1	21,387							
			12	2	21,626							
			12	3	21,868							
			12	4	22,113							
			12	5	22,361							
			12	6	22,611							
			12	7	22,864							
			12	8	23,120							
			11	1	19,620							
			11	2	19,853							
			11	3	20,088							
			11	4	20,326							
			11	5	20,567							
			11	6	20,811							
			11	7	21,058							
			11	8	21,307							
			10	1	18,217							
			10	2	18,385							

NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			10	3	18,553							
			10	4	18,724							
			10	5	18,896							
			10	6	19,095							
			10	7	19,244							
			10	8	19,421							
			9	1	16,986							
			9	2	17,142							
			9	3	17,299							
			9	4	17,458							
			9	5	17,618							
			9	6	17,780							
			9	7	17,943							
			9	8	18,108							
			8	1	15,818							
			8	2	15,969							
			8	3	16,121							
			8	4	16,275							
			8	5	16,430							
			8	6	16,586							
			8	7	16,744							
			8	8	16,903							
			7	1	14,785							
			7	2	14,916							
			7	3	15,048							
			7	4	15,181							
			7	5	15,315							
			7	6	15,450							
			7	7	15,587							
			7	8	15,725							
			6	1	13,851							
			6	2	13,973							
			6	3	14,096							
			6	4	14,221							



NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			6	5	14,347							
			6	6	14,474							
			6	7	14,602							
			6	8	14,731							
			5	1	12,975							
			5	2	13,117							
			5	3	13,206							
			5	4	13,322							
			5	5	13,440							
			5	6	13,559							
			5	7	13,679							
			5	8	13,799							
			4	1	12,155							
			4	2	12,262							
			4	3	12,371							
			4	4	12,480							
			4	5	12,591							
			4	6	12,702							
			4	7	12,814							
			4	8	12,927							
			3	1	11,387							
			3	2	11,488							
			3	3	11,589							
			3	4	11,691							
			3	5	11,795							
			3	6	11,899							
			3	7	12,004							
			3	8	12,110							
			2	1	10,667							
			2	2	10,761							
			2	3	10,856							
			2	4	10,952							
			2	5	11,049							
			2	6	11,147							

NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Monthly Salary (Second Tranche)	No. of Employees Entitled to PBB at the ff. rates:						
						100% (9 to 12 months of service)	90% (8 but < 9 months of service)	80% (7 but < 8 months of service)	70% (6 but < 7 months of service)	60% (5 but < 6 months of service)	50% (4 but < 5 months of service)	40% (3 but < 4 months of service)
			2	7	11,245							
			2	8	11,345							
			1	1	9,981							
			1	2	10,072							
			1	3	10,165							
			1	4	10,258							
			1	5	10,352							
			1	6	10,453							
			1	7	10,543							
			1	8	10,640							
						TOTAL						

Certified Correct:

\_\_\_\_\_  
Head of Delivery Unit

## LIST OF PERSONNEL NOT ENTITLED TO FY 2017 PBB

NAME	POSITION	MONTHS IN SERVICE IN 2017	Salary Grade	Salary Step	Reason for Non-Eligibility



## FY 2017 PBB

### PERFORMANCE RATING TOOL TO RATE BUREAUS

*To be used by Regional Offices only*

NAME OF BUREAU: \_\_\_\_\_

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Adaptive of the programs, projects based on the instruction of the SILG and the President</b>					
<b>2) Clarity of Bureau programs/projects/activities (PPAs) and of issuances/instructions/guidance/guidelines pertaining to their implementation</b>					
2.1 Objectives, strategies, key deliverables and outputs/outcomes are clearly provided/disseminated to regions through orientations/ meetings and other similar venues					
2.2 Target LGU coverages for program implementation are clearly identified/provided and agreed upon by the recipient regional offices					
2.3 Sets specific timelines for each component activities and phases of program/project implementation (pre-implementation, FS, procurement, etc.) in the case of infra projects					
2.4 Guidelines were issued on time and are easily understood					
2.5 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood					
<b>3) Timeliness in terms of providing technical assistance when needed</b>					
3.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)					
<b>4) Support, of any kind, they extend to the ROs for the successful implementation of PPAs</b>					
4.1 Extends financial support to program implementation apart from the subsidy provided to beneficiary LGUs (e.g., monitoring and evaluation, training, publication of IEC materials, etc.)					
4.2 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
4.3 Training/orientation of focal person/s and/or concerned regional personnel are provided					
4.4 Technical personnel are available and ready to assist before, during and after program implementation					
<b>5) Presence/availability of feedback mechanisms regarding their performance on PPA implementation</b>					
5.1 Performance feedback reporting system was established and maintained on a quarterly or semestral bases					
5.2 Mid-term and/or year-end evaluation conferences were conducted					

Approved by:

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*Head of Office*

**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**PLANNING SERVICE (PS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:</b>					
1.1 Planning and Programming					
1.2 Monitoring and Reporting					
<b>2) Clarity of insurances/instructions/guidelines pertaining to planning, implementation and monitoring of key P/Ps</b>					
2.1 Objectives, strategies, key deliverables and targets are clearly provided/disseminated to all offices through consultations/meetings,conference-workshops and other similar venues					
2.2 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood					
2.3 Status/progress of accomplishments of Key P/Ps vis-a-vis targets are provided/disseminated for information /comments of operating units					
<b>3) Provide platforms or opportunities for Central Office and Regional Offices delivery units and personnel to:</b>					
3.1 Discuss plans and programs of the Department					
3.2 Discuss PPA status and issue related to implementation					
<b>4) Timeliness in terms of providing technical assistance when needed</b>					
4.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)					
<b>5) Technical personnel are courteous, available and ready to assist before, during and after program implementation</b>					

Approved by:

\_\_\_\_\_  
*Head of Office*



**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**FINANCIAL AND MANAGEMENT SERVICE (FMS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:</b>					
1.1 Budget preparation and allocation					
1.2 Budget execution and utilization					
1.3 Accounting and financial matters					
1.4 Providing accurate financial status reports					
1.5 Review of existing methods, systems and procedures/processess					
<b>2) Clarity of insuances/instructions/guidance/guidelines/advisories pertaining to:</b>					
2.1 Budget preparation					
2.2 Allocation and utilization of budgetary and other financial resources					
2.3 Equalized cash inflows and outflows for the purpose of liquidity					
2.4 Cash allocation releases					
2.5 Management review of organizational structure, manpower and operations (includes existing methods, systems and procedures/processess)					
2.6 Monitoring forms/templates including instructions for reporting of financial progress/status provided and are easily understood					
<b>3) Prompt action in processing:</b>					
3.1 Payments on the following: salaries, TEVs and other claims					
3.2 Funds for downloading/transfer to other Regions/Office					
3.3 Submission of remittances to GSIS, PAG-IBIG and others					
<b>4) Timeliness in terms of providing technical assistance when needed</b>					
4.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
<b>5) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:</b>					
5.1 Reference materials such as manuals, modules, tool kits, etc. Are provided and readily available					
5.2 Relevant training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
5.3 FMS personnel are courteous , available and ready to assist					

Approved by:

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*Head of Office*

**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**INTERNAL AUDIT SERVICE (IAS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective Internal Audit service:</b>					
1.1 Conduct management compliance and operations audit <ul style="list-style-type: none"> <li>Determine compliance to existing rules and regulations, issuance and other policies</li> <li>Review and appraise systems and procedure/processes, organization structures, asset management practices, financial and management record, etc.</li> <li>Evaluation of the implementation of programs/projects</li> </ul>					
1.2 Conduct audit within the audit schedule					
1.3 Audit objective/s is/are achieved					
1.4 Clarity/Acceptability of audit findings/observations					
1.5 Audit recommendation/s could contribute to the systems improvement and/or enhancement of existing policies					
<b>2) Clarity of issuances/instructions/guidance/guidelines/advisories pertaining to Internal Audit</b>					
2.1 Audit objectives, scope, coverages and strategies are clearly provided/disseminated to concerned offices through meetings and other similar venues					
2.2 Audit findings/observations as well as the basis thereof are clearly explained to the Auditee					
<b>3) Timeliness in terms of providing technical assistance when needed</b>					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
3.2 Prompt and immediate action on the review of policies, guidelines, resolutions and/or other documents being referred to the office					
<b>4) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:</b>					
4.1 Reference materials (e.g. existing laws, rules, regulations, guidelines, policies, etc.) are provided					
4.2 Coaching/Orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
4.3 IAS personnel are courteous, available and ready to assist					

Approved by:

\_\_\_\_\_  
*Head of Office*



**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**ADMINISTRATIVE SERVICE (AS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services to:</b>					
1.1 Human Resource Management					
• Scholarships (ESP on BAR Review, PaHRODF, etc.)					
• Trainings (Issuance of Department Orders and Conduct of Core Trainings)					
• SPMS					
1.2 Personnel Welfare & Benefits					
1.3 Personnel Transactions					
1.4 Records Management					
1.5 Security Management					
1.6 Auxilliary and building maintenance					
1.7 Transport assistance & vehicle maintenance					
1.8 Procurement and property management					
<b>2) Clarity of issuances/instructions/guidelines/advisories disseminated pertaining to the implementation of:</b>					
2.1 Administrative Policies					
2.2 Plans, system and productivity improvement					
2.3 Human Resource Information System					
2.4 Strategic Performance Management System (SPMS)					
2.5 Inventory of Management System					
2.6 Adoption of Document Tracking System of NARMIS					
2.7 Procurement and property management system					
<b>3) Timeliness in terms of providing technical assistance when needed</b>					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
<b>4) Support, of any kind, they extend to all Bureaus/Offices/Units</b>					
4.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
4.2 Relevant training/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
4.3 AS personnel are courteous , available and ready to assist					

Approved by:

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*Head of Office*

**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**PUBLIC AFFAIRS AND COMMUNICATION SERVICE (PACS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:</b>					
1.1 Media and public relations program					
1.2 Advocacy/communication write-ups for the Department's programs and projects					
1.3 Communication write-ups for the Department's key officials					
1.4 Disaster monitoring system for information and communication purposes					
1.5 Information resource center					
1.6 Photo, audio and visual documentation					
1.7 Printing, artwork and other creative services					
<b>2) Provide policies/guidance re:communication strategies and plans of the Regional Offices</b>					
NOTE: This item is to be answered by Regional Offices only					
<b>3) Timeliness in terms of providing technical assistance when needed</b>					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
<b>4) Support, of any kind, they extend to all Bureaus/Offices/Attached Agencies:</b>					
4.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
4.2 Information materials, press releases and similar collaterals distributed for dissemination by delivery units					
4.3 Relevant training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
4.4 PACS personnel are courteous, available and ready to assist					

Approved by:

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*Head of Office*



**FY 2017 PBB**  
**PERFORMANCE RATING TOOL TO RATE THE**  
**LEGAL AND LEGISLATIVE LIAISON SERVICE (LLLS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department Proper, Bureaus/offices with efficient and effective services relative to:</b>					
1.1 Legal counselling					
1.2 Legal support					
1.3 Legal assistance					
1.4 Review contracts/MOUs/MOAs to be entered into by the Department, including DOs/MCs					
1.5 Preparation of comments/responses to cases					
1.6 Review of appealed cases					
<b>2) Timeliness in terms of providing technical assistance when needed</b>					
Prompt and immediate response to request for:					
2.1 Legal counselling within 15 working days from the time the request was received					
2.2 Rendition of legal opinions within 15 working days from the time the request was received					
2.3 Review of draft MOA/MOU/Contract/etc. within 22 working days from the time the request was received					
2.4 Response to query relative to complaints against local elective officials and Department personnel acted upon (conduct of formal administrative proceeding until resolution) 90 days from the receipt thereof					
2.5 Rendition or issuance of decision/order in appealed cases of PNP, BJMP, BFP, NUP and PPSC, and comment of the cases appealed to CSC within 30 days from the receipt thereof					
<b>3) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:</b>					
3.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
3.2 Relevant training/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
3.3 LLLS personnel are courteous, available and ready to assist					

Approved by:

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*Head of Office*

FY 2017 PBB

**PERFORMANCE RATING TOOL TO RATE THE  
INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT SERVICE (ISTMS)**

RATER (Name of Unit): \_\_\_\_\_

**LEGEND:**

5 - Outstanding      4 - Very Satisfactory      3 - Satisfactory      2 - Unsatisfactory      1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
<b>1) Provide the Department proper, Bureaus/Offices with efficient and effective services relative to:</b>					
1.1 Administration and maintenance of IT facilities for Data Center operations and intranet/internet					
1.2 Development and installation of Department Information System					
1.3 Adequate and up-to-date data and management of information inputs					
1.4 Internet Services/LAN Operations					
<b>2) Clarity of issuances/instructions/guidelines/advisories disseminated pertaining to Information and Communications Technology (ICT)</b>					
2.1 Objectives, strategies, key deliverables and output/outcomes are clearly provided/disseminated to concerned offices through orientations/meetings and other similar venues					
2.2 Guidelines were issued on time and are easily understood					
2.3 Monitoring forms/templates for reporting of progress/status of compliance are provided and easily understood					
<b>3) Timeless in terms of providing technical assistance when needed</b>					
Prompt and immediate response to request for:					
3.1 TA on software and hardware troubleshooting					
3.2 Application Systems/Programs Development					
<b>4) Support, related to ICT, they extend to all Bureaus/Offices/Units/Attached Agencies:</b>					
4.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
4.2 Relevant trainings/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
4.3 ISTMS personnel are courteous, available and ready to assist					

Approved by:

\_\_\_\_\_  
*Head of Office*



**FY 2017 PBB**  
**ADMINISTRATIVE SERVICE (AS) CRITERIA IN RATING**  
**BUREAUS and REGIONAL OFFICES**

**CRITERIA FOR RATING**

**BUREAUS**

(10% out of 100%)

- (1) Compliance to Administrative Policies
- (2) Submission of Requirements and Reports
  - (2a) Timeliness – frequency and promptness in reports and requirement submission
  - (2b) Quality – completeness and accuracy of reports

**1. Personnel Division (PD) (3.33%)**

- CY 2016 SALN Submission
- CY 2017 Submission of Consolidated Report on Attendance (CRA)
- CY 2017 Sub-Selection Board Compliance to Recruitment, Selection, Promotion (RSP) Process
- CY 2017 Support to PD Activities/Programs

**2. General Services Division (GSD) (3.33%)**

- Submission of signed Requisition and Issue Slip (RIS)
- Submission of Physical Count of Inventories per quarter
- Submission of Actual Inventory of Property, Plant and Equipment (PPE)
- Submission of Evaluation of Supply Material Equipment (SME)
- Submission of PPMP
- Submission of Activity Design and Evaluation Form
- Submission of PR with complete attachments

**3. Human Resource Management Division (HRMD) (3.33%)**

- CY 2017 Submission of SPMS Forms (OPCR, DPCR, IPCR)
- CY 2017 Support and attendance to HRMD Activities/Programs

**CRITERIA FOR RATING**

**REGIONAL OFFICES**

(10% out of 100%)

- (1) Compliance to Administrative Policies
- (2) Submission of Requirements and Reports
  - (2a) Timeliness – frequency and promptness in reports and requirement submission
  - (2b) Quality – completeness and accuracy of reports

**1. Personnel Division (PD) (3.33%)**

- CY 2017 GMIS Updating
- CY 2017 Compliance to Third Level requirements (SALN and CESPEs)
- CY 2017 Support to PD Activities/Programs

**2. General Services Division (GSD) (3.33%)**

- Submission of Inventory of Property, Plant and Equipment (PPE)
- Submission of Inventory of Real Property
- Submission of Inventory of Motor Vehicles (serviceable & unserviceable)
- Submission of Property Transfer Report

**3. Human Resource Management Division (HRMD) (3.33%)**

- CY 2017 Submission of SPMS Forms (OPCR, DPCR, IPCR)
- CY 2017 Support and attendance to HRMD Activities/Programs

**FY 2017 PBB  
MANAGEMENT DIVISION  
CRITERIA IN RATING REGIONAL OFFICES**

**Performance in establishment and implementation of Regional Quality Management System  
Certifiable to ISO 9001:2015 (5% out of 100%)**

**1. Establishment of Quality Management System (3%)**

- Adequacy of Documentation (1%)
- Conduct of QMS Activities: Physical Accomplishment (1%)
- Conduct of QMS Activities: Financial Accomplishment (1%)

**2. Effectiveness of QMS Implementation (2%)**

- Results of Quality Audit (1%)
- Results of Management (1%)



**FY 2017 PBB**  
**BUREAU OF LOCAL GOVERNMENT DEVELOPMENT (BLGD)**  
**CRITERIA IN RATING REGIONAL OFFICES**

**1. PCF (33.32%)**

- Project Completion Performance (23.32%)
- PCF projects encoding (10%)

**2. LGU P4 (8.34%)**

- Compliance on submission o f LGU P4 Survey (6.67%)
- Attendance to National Orientation (1.67%)

**3. BPLS (25%)**

- Survey on LGU Compliance to BPLS Streamlining & Automation/Computerization Initiative (23.33%)
- Attendance to Coaches Training on BPLS (1.67%)

**4. DRR/CCA (16.67%)**

- Participation in the National Training (1.67%)
- Conduct o f Regional Activities (5%)
- Coaching o f LGUs (6.67%)
- Submission of Accomplishment Reports (3.33%)

**5. CBMS (13.34%)**

- Participation in the National Training (53%)
- Conduct of Regional Activities (5%)
- Coaching of LGUs (1.67%)
- Submission o f Accomplishment Reports (3.33%)
- CBMS MOA entered (1.67%)

**6. Submission of CDP Status Reports (3.33%)**

**FY 2017 PBB**  
**BUREAU OF LOCAL GOVERNMENT SUPERVISION (BLGS)**  
**CRITERIA IN RATING REGIONAL OFFICES**

**1. CSO-PPP**

- CSIS Implementation (25%)
- Timeliness (25%)
- Support of any kind extended to the Bureau (50%)

**2. MBCRPP**

- Performance (50%)
- Report submission (50%)

**3. Full Disclosure Policy**

- Performance (LGU compliance) (50%)
- Report submission (50%)

**4. Katarungang Pambarangay**

- Performance (50%)
- Submission of requirements/reports (50%)

**5. LGPMS/SGLG**

- 50% of the average scores of the Reg'l and Prov'l Focal Persons in the region (53%)
- LGU Coverage (12%)
- Over-all completion rate (12%)
- Active participation and cooperation (17%)
- Submission of Financial Report (6%)
- Bonus Point (2%)

**6. LTIA**

- Performance (50%)
- Submission of requirements/reports (50%)

**FY 2017 PBB**  
**OFFICE OF PROJECT DEVELOPMENT SERVICES (OPDS)**  
**CRITERIA IN RATING REGIONAL OFFICES**

**1. SALINTUBIG**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**2. ADM – Water**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**3. ADM – Other Infra Projects**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**4. ADM – Local Access Road**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)



**5. KALSADA**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**6. CMGP**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**7. PAMANA**

- Physical Accomplishments of 2017-funded projects (2012-2017) (Project/Program targets vs Accomplishments)
- Monitoring and Evaluation/Submission of Requirements and Reports
  - Timeliness - frequency and promptness in reports submission
  - Quality - completeness and accuracy of reports
- Strategies/innovations on PPA implementation (i.e. strategies/innovations were implemented to improve project implementation)

**FY 2017 PBB**  
**NATIONAL BARANGAY OPERATIONS OFFICE (NBOO)**  
**CRITERIA IN RATING REGIONAL OFFICES**

**1. Submission of the following reports (completeness and timeliness) (60%)**

- Compliance to the Barangay Full Disclosure Policy
- Functionality of the Local Councils for the Protection of Children (LCPC)
- Establishment of Barangay VAW Desk
- Creation of LCAT-VAWC
- Conduct of Barangay Assembly
- BADAC Reports
  - % of barangays with revitalized BADAC
  - % of barangays with BADAC Plan of Action
  - % of barangays with Budget Allocation for BADAC
- Creation and Designation of LYDO
- MASA MASID
  - Barangays with organized MASA MASID Team (MMT)
  - C/Ms with MASA MASID TWG organized
- Child-Friendly Local Governance Audit (CFLGA)
- LCAT Accomplishments

**2. Updating and Maintenance (20%)**

- Inventory of Barangay Facilities and Workers (BFAWs) (5%)
- Updated Masterlist of Barangay Officials' Profile (5%)
- Community-Based Rehabilitation Program (CBRP)
  - LGUs implementing CBRP

**3. Other Reports (10%)**

- Reported VAWC cases and action taken
- Kasambahay Monitoring Report
- LGU Compliance to RA 9344 and RA 10630

**4. Attendance to NBOO Initiated Activities (10%)**