

ANNEX 8

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB) (System of Ranking Delivery Units)

Agency: **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
(DILG) OSEC / LG SECTOR**

The process of Rating and Ranking Delivery Units (DUs) in the Department of Interior and Local Government (DILG) – Local Government (LG) Sector shall be pursuant to the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-01 dated May 8, 2018.

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

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

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

RANKING	PERFORMANCE CATEGORY	ALLOWABLE NUMBER OF DELIVERY UNITS	DISTRIBUTION OF DELIVERY UNITS
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
<u>100%</u>		<u>28</u>	<u>28</u>

***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.

CRITERIA FOR BUREAUS	ASSESSOR/S
Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	PS (Planning Service)
Performance focused on the following parameters/criteria: <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 (3a) Issuances/ instructions/ guidance/ guidelines in the implementation of PPAs (targets, timelines, etc.) (3b) Providing technical assistance when needed (4) Support, of any kind, they extend to the RO for the successful implementation of PPAs	ROs (Regional Offices)

(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	
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)
Performance focused on the following parameters/criteria: <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)
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>

***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
Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	PS (Planning Service)
Performance focused on parameters/criteria applicable to each Service.	ROs (Regional Offices)
Performance in the delivery of specific initiatives and other special assignments	Bureaus <i>Each Executive Office will have its own criteria and rating tool; rating/results will be forwarded to PS for consolidation.</i>

***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
Over-all Accomplishments based on OPB Targets, OPCR and PBB Performance Targets	PS (Planning Service)
Performance based on Physical Accomplishments and monitoring and Evaluation of project/program under the respective Bureau's operational jurisdiction	Bureaus
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)
Performance focused on the following parameters/criteria: <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)
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>

The Planning Service shall consolidate the assessment results and submit the **Result of Rating and Ranking of Delivery Units** to the Performance Management Group Secretariat as basis for the preparation of **PBB Form 1** (Agency Report on Ranking of Offices/Delivery Units with List of Eligible and Ineligible Employees).

A **Department Circular** detailing the Guidelines in the Grant of the FY 2018 PBB for the DILG-Local Government (LG) Sector Delivery Units and Personnel will be issued.


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