

ANNEX 8**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2019 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. 2019-01 dated September 3, 2019**.

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; including the Emergency 911 National Office)	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)	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	16

<ul style="list-style-type: none"> • DILG Region X • DILG Region XI • 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 Performance Targets	PS (Planning Service)
STREAMLINING & PROCESS IMPROVEMENT OF SERVICES -based on submitted performance report to AO 25 Secretariat	Management Division, FMS
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)

ADMINISTRATIVE COMPLIANCE -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)
SATISFACTION RATING (Support to Regional Offices) -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 (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	ROs (Regional Offices)

***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 Performance Targets	PS (Planning Service)
STREAMLINING & PROCESS IMPROVEMENT OF SERVICES -based on submitted performance report to AO 25 Secretariat	Management Division, FMS
SATISFACTION RATING (Support to Bureaus & Regional Offices) -performance focused on parameters/criteria applicable to each Service	Bureaus & ROs (Regional Offices)

***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 Performance Targets	PS (Planning Service)
STREAMLINING & PROCESS IMPROVEMENT OF SERVICES -based on submitted performance report to AO 25 Secretariat	Management Division, FMS
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)
ADMINISTRATIVE COMPLIANCE -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)
PPAs PHYSICAL ACCOMPLISHMENTS AND M&E -performance based on Physical Accomplishments and Monitoring & Evaluation of projects/programs/activities under each Bureau's operational jurisdiction	Bureaus

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 2019 PBB for the DILG-Local Government (LG) Sector Delivery Units and Personnel will be issued.

ATTY. JENA J. JAVAREZ
Director, Administrative Service
Head Secretariat, DILG Performance
Management Group for PBB


EPIMACO V. DENSING III
Undersecretary for Operations
Chairman, DILG Performance
Management Group for PBB