

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)

The following issuances will be used in the ranking of delivery units within the DOST-Science Education Institute:

A. SEI Administrative Order No. 2020-004 dated 14 September 2020, s. 2020 with the subject, Guidelines in Ranking the Delivery Units of the DOST-Science Education Institute for the Grant of the 2020 Performance-Based Bonus (PBB), the details are the following:

I. Background and Legal Bases

Pursuant to Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016 directing the adoption of a performance-based incentive system for government employees, the Department of Science and Technology - Science Education Institute (DOST-SEI) hereby adopts the following guidelines in the ranking of its regular personnel according to their performance as measured by verifiable, observable, credible, and sustainable indicators. These guidelines shall become the basis in the implementation of the performance incentive scheme, otherwise known as Performance-Based Bonus (PBB).

II. Purpose

This Administrative Order aims to provide the implementing guidelines in the ranking of delivery units of the DOST-SEI for the following actions:

1. To determine the eligibility and ranking of delivery units personnel based on their performance for the grant of PBB for FY 2020; and
2. To grant PBB to qualified regular personnel based on the prescribed evaluation scheme.

III. Coverage

1. The PBB shall be based on a system of rating and ranking the delivery units within the organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators based on the following pillars:
 - a. Institute's commitments to the President which are supportive of the priorities laid out on the Philippine Development Plan and 0+10 point Socio-economic Agenda towards more inclusive development and under Executive Order No. 5 s. 2016 approving and adopting the Twenty-Five-Year Long Term Vision entitled Ambisyon Natin 2040 as Guide for Development Planning; and

b. DOST Agenda/Outcomes and DOST-SEI Mandates and Targets.

2. Flexibility shall be provided to the heads of agencies to suit the PBB system to the nature of their operations and to drive peak performers, in terms of the determination of the appropriate delivery units to be rewarded; and
3. There shall be appropriate communications strategies and publication of performance targets and accomplishments in the agency website to ensure transparency and accountability in the implementation of the PBB scheme.

Furthermore, consistent with the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020 -1 dated 2 June 2020, the DOST-SEI shall comply with the eligibility criteria, such as:

1. Good Governance Conditions: Satisfy 100% of the Good Governance Conditions for FY 2020 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0;
2. Performance Targets: Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020 provided in Section 5.0; and
3. The rating of the performance of the first and second level officials and employees of departments/agencies in NGAs, GOCCs, and LGUs, including managerial or director positions, but are not Presidential appointees, shall be consistent with the CSC-approved Strategic Performance Management System (SPMS). For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CES Board (CESB).

IV. Scheme of Evaluation

1. The delivery unit shall be rated and ranked as either **BEST, BETTER or GOOD** performers based on the following additional criteria:

Selection Criteria	Percentage	Operational Definition of Terms
Performance	50	Evaluation of the delivery units' performance and productivity in relation to divisional targets and organizational objectives using the Division Performance Commitment Report (DPCR) and Individual Performance Commitment Report (IPCR) for the specified rating period.
Accountability	30	Acknowledgment and assumption of responsibility for actions, services, decisions, and policies including the administration, governance, and implementation within the scope of the role or employment position and encompassing the obligation to report, explain and be answerable for resulting consequences.

Selection Criteria	Percentage	Operational Definition of Terms
Work Attitude	10	Orientation, culture, opinions and beliefs about the work, behaviour and approach towards the job that manifest as job satisfaction and organizational commitment, e.g., can-do attitude, reliability, dedication and commitment. It also includes how the delivery unit and its employees interacts with other delivery unit and people, both individually and in groups, and builds teamwork.
Special Assignments	5	Task/s assigned to the delivery unit outside of their regular workload including memberships in various Committees, e.g., Inter-Agency Committee
Awards and Recognition	5	Awards and recognitions received whether at the national or international level that acknowledge the exemplary contribution, dedication, and commitment of the unit.
Total	100	

2. The period of evaluation for DPCR shall cover two (2) semesters; January to June 2020 and July to December 2020. The average rating for the two (2) rating periods shall be the basis for the final performance rating.
3. The officials and employees in the delivery unit shall not be entitled to the grant of the PBB for failure to submit the following requirements within the set deadline:
 - a. those who failed to submit required procurement documents (e.g., APP, APP-CSE, PPMP, PMR) to GPPB and DBM-PS;
 - b. those who failed to submit required COA financial report;
 - c. those who failed to submit quarterly budget and financial accountability report to DBM;
 - d. those who failed to submit the 2019 Statement of Assets, Liabilities, and Net Worth (SALN) and forward it to CSC;
 - e. those who failed to review and establish compliance procedure of statement and financial disclosure;
 - f. those who failed to submit required FOI documents;
 - g. those who failed to update the SEI Transparency Seal;
 - h. those who failed to post/submit the agency's system ranking of delivery units;
 - i. those who failed to monitor and sustain compliance with COA audit findings;
 - j. those who failed to fasttrack the QMS certification (Focal Persons, Core Team, Internal Audit Team, Division Chiefs);
 - k. those who failed to meet the PhilGEPS posting requirements;
 - l. those who failed to prepare report on streamlined processes;
 - m. those who failed to submit report on the Citizen/Client Satisfaction;
 - n. those who failed to submit report on the physical targets based on GAA;
 - o. those who failed to submit report on budget utilization rate;

- p. those who failed to submit complete SPMS forms;
- q. those with average rating below satisfactory (2 consecutive rating periods);
- r. those who failed to liquidate cash advances with the reglementary period required by COA;
- s. those on vacation/sick leave with or without pay for the entire year;
- t. those personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

4. The final ranking of the delivery unit shall be approved by the DOST-SEI Director.

B. Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020-1 dated 2 June 2020 entitled, Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016.


The guidelines/mechanics used by the Institute were cascaded/disseminated to the DOST-SEI employees through the following modes:

- Posting of approved guidelines to the SEI official website for employees to read.
- Uploading of approved guidelines to the SEI e-Liham. This is a platform where SEI employees receives email notifications on issuances.

DOST-SEI employees may contact the Chairman and Vice-Chair of the SEI-PBB Committee at 837-1359 and 837-1925, respectively for information on the cascading of system of ranking delivery units.


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Administrative Officer V

16 September 2020


JOSETTE T. BIYO, Ph.D.
Director

16 September 2020