



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
BONDOCIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

## **PBB ADVISORY 2019-01**

19 September 2019

**SUBJECT:** Mechanics on the Rating and Ranking of Delivery Units (DUs) in the DBM-OSEC<sup>1</sup> for the Implementation of the FY 2019 Performance-Based Bonus (PBB)

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- 1.0 For the information and guidance of the DBM-OSEC officials and employees on the implementation of the FY 2019 PBB, the duly approved AO 25 IATF Annex 8: Mechanics on the Rating and Ranking of DUs is hereby disseminated.
- 2.0 The Mechanics on the Rating and Ranking of DUs considered the inputs, comments and agreements made during the DBM Performance Management Team (PMT) Meeting and the suggestions/advice of the Chairperson of the Technical Working Group of the Inter-Agency Task Force on AO 25.
- 3.0 Subject document is also posted in the DBM Transparency Seal.
- 4.0 For queries/concerns on the matter, please contact the PMT Secretariat at AVAYA locals 3218 and 3215.

**MYRNA S. CHUA**  
Chairperson, DBM PMT

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<sup>1</sup> Covers the nineteen (19) Bureaus/Services/Offices in the Central Office and the sixteen (16) Regional Offices (ROs). The GPPB-TSP and PS shall have their separate rating and ranking mechanics

**ANNEX 8**  
**MECHANICS IN RANKING OFFICES/DELIVERY UNITS**  
**FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)**  
**DEPARTMENT OF BUDGET AND MANAGEMENT-OFFICE OF THE SECRETARY**

The Process of the Rating and Ranking of Delivery Units (DUs) and Individuals in the DBM-OSEC<sup>1</sup> shall follow a single step approach as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-01 dated 3 September 2019.

In the single step approach, the resulting Rating and Ranking of DBM-OSEC DUs shall likewise be adopted and reflected in the Ranking of Individuals of each DU for the grant of the FY 2019 PBB. As such, the resulting ranking of the DU shall be the basis in computing the PBB to be awarded to the DU's individual employees deemed eligible for the Grant.

The Mechanics in the Rating and Ranking of DBM DUs is presented hereunder:

**The Grouping**

The thirty-five (35) DUs of the DBM-OSEC performing similar functions and/or belonging to related DBM Functional Groups will be grouped together with corresponding Raters for the purposes of the PBB Rating and Ranking and related activities to be conducted per FY 2019 PBB Group.

**The Rating and Ranking Criteria :**

The following Criteria shall be the basis for the Rating and Ranking of DBM-OSEC DUs:

<b>CRITERIA</b>	<b>% WEIGHT IN TOTAL RATING SCORE</b>	<b>REMARKS</b>
1. <b>Year-End Office Performance Accomplishment Report (OPAR) Rating Score</b> - accomplishments based on the Office Performance Commitment Report (OPCR) Form of each DU	50%	The 50% of the total score of the DUs shall be derived from the verified and approved FY 2019 OPAR rating scores covering the two (2) semesters.

<sup>1</sup> Covers the nineteen (19) Bureaus/Services/Offices in the DBM Central Office and the sixteen (16) Regional Offices. The GPPB-TSO and PS shall have their separate PBB Implementation activity.



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CRITERIA	% WEIGHT IN TOTAL RATING SCORE	REMARKS
2. <b>OPAR Outputs</b> – performance improvement in selected key OPAR Success Indicator/s in 2019 vis-à-vis 2018.	10%	The 10% of the total score will measure the percentage improvement in the recorded raw accomplishments in selected OPAR Success Indicators in 2019 vis-à-vis 2018 of a particular DU.  The Raters shall determine or select the Success Indicators to be measured.
3. <b>Streamlining and Process Improvement Accomplishment</b> - which refers to the main eligibility requirement of the FY 2019 PBB Grant	20%	Each DBM-OSEC DU shall declare a key process/service for which it shall report the baseline data and target improvement. The accomplishment on each process/service to be declared shall be reported after the end of the year and serve as basis for 20% of the DU's total PBB rating and ranking score.
4. <b>Development Initiatives, Programs, and Projects (DIPPs)</b>	20%	The 20% shall consider the challenges encountered by the DUs in their operations and reform initiatives. It is intended to account for, and reflect the efforts exerted by the DUs concerned in contributing to the achievement of the Functional Group's objectives and targets and the DBM-OSEC's total accomplishment.  In general, the DIPPs will be measured using the following sub-criteria: <ul style="list-style-type: none"> <li>• Variety – delivery of different types of outputs/services</li> <li>• Scope/Significance – overall value of the outputs/services to users or clients</li> </ul>

***The Rating and Ranking Process:***

1. The Corporate Planning and Management Service (CPMS) shall process and provide the data on the accomplishments for criteria nos. 1, 2 and 3 as identified above.
2. The designated Raters shall discuss the rating and ranking of the DUs under their group based on the accomplishments for criteria 1, 2 and 3. The Raters may also request the assistance of the CPMS in gathering or providing data/accomplishments for criteria no. 4, whenever these are necessary and available.
3. Each Rating and Ranking Group shall designate at least one (1) technical staff to serve as Secretariat who shall record the proceedings of the meetings thereof. The Secretariat shall prepare and submit the Group's Minutes of Meeting to the CPMS, together with the accomplished Rating and Ranking Sheet of the Group.

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4. Each Group's Accomplished Rating and Ranking Sheet reflecting the final Rating and Ranking Scores of the respective DUs and the corresponding Minutes of Meeting/s shall be submitted to the CPMS. The same results shall be reported by the CPMS to the DBM Performance Management Team. Any submissions without the required Minutes of Meeting shall not be accepted by the CPMS.
5. Any changes made by the Raters on the rating and ranking factors including, but not limited to the following, shall be reported and subject to the review and approval of the DBM Performance Management Team prior to the implementation of the results of the rating and ranking of DUs:
  - 5.1. the rating criteria and corresponding percentage score weight distribution as shown above; and
  - 5.2. scores/ratings computed by the CPMS to be used as basis for the PBB rating and ranking of DUs.
6. The Functional Group Heads are given the responsibility to communicate with the DUs under their jurisdiction the results of the PBB Rating and Ranking.
7. Once the Accomplished Rating and Ranking Sheets are verified and finalized, the same shall be forwarded to the Administrative Service-HRDD for the computation of the PBB of the eligible officials and employees, as well as the preparation of the PBB Form reflecting the DBM-OSEC's Rating and Ranking. The finalized and approved Form shall then be submitted to the AO25 IATF.

**HELP DESK:**

For queries and concerns on the FY 2019 PBB Rating and Ranking, please contact the PMT Secretariat at AVAYA locals 3218 and 3215.

  
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