

**ANNEX 8**  
**MECHANICS IN RANKING OFFICES/DELIVERY UNITS**  
**FOR THE GRANT OF FY 2018 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. 2018-01 dated 28 May 2018.

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 a particular Bureau/Service/Office for the grant of the FY 2018 PBB. As such, the resulting ranking of a particular DU shall be the basis in computing the PBB grant that will be received by the DUs individual employees deemed eligible for the Grant.

The Mechanics in the Rating and Ranking of Delivery Units is presented hereunder:

**The Grouping**

To facilitate the Rating and Ranking of the thirty-five (35) DUs of the DBM-OSEC, they were grouped with the corresponding Raters in accordance with the performance of related or similar functions and clientele i.e., Internal DUs and employees, and external clients/agencies. The PBB Rating and Ranking activity will be conducted per Group as provided below:

FY 2018 PBB GROUPING				RATERS
1 Support 6 B/S/Os	AS	FS	BITS	<b>Lead: AMS Chua</b> • UJB Abuel • ULC Guillermo/ACA Magsino • UAF Pangandaman • ULB Pascua/AAD Castillo
	CPMS	LS	ICTSS	
2 Policy 7 B/S/Os	BTB	OPCCB	OSEC	<b>Lead: ULB Pascua</b> • UJB Abuel • UAJG Bailen • UAF Pangandaman • AAD Castillo • AMS Chua
	FPRB	SPIB	LGRCB	
		JAS		
3 Operations 6 B/S/Os	BMBs A to F (PMEB)			<b>Lead: UTL Canda</b>
4 Regional Operations 16 B/S/Os	ROs 1-3, 4A & 4B, 5-13, CAR, NCR			<b>Lead: UJB Abuel</b> • UTL Canda • UHB Jumilla

<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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***The Rating and Ranking Criteria :***

The following Criteria were set as basis for the Rating and Ranking of DBM-OSEC DUs:

CRITERIA	% WEIGHT IN TOTAL RATING SCORE	REMARKS
1. <b>Year-End Office Performance Accomplishment Report (OPAR) Rating Score</b> - which refers to the accomplishments based on the Office Performance Commitment Report (OPCR) Form of each DU	80%	The 80% of the total score of the DUs shall be derived from the verified and approved FY 2018 OPAR rating scores covering the two (2) semesters.
2. <b>Streamlining and Process Improvement Accomplishment</b> - which refers to the main eligibility requirement of the FY 2018 PBB Grant	10%	Each DBM-OSEC DU will have an enrolled key process/service of which it will report the baseline data and targeted improvement. The accomplishment on each of the enrolled process/service will then be reported after the end of the year and shall serve as basis for 10% of the DUs total PBB rating and ranking score.  The Raters shall deliberate on the method on the distribution/allocation of the 10% from the computed accomplishments provided/submitted.
3. <b>Task Difficulty</b> -	10%	The criteria for the Task Difficulty shall be agreed upon by the assigned Raters per Group, taking into consideration the differing challenges faced by the respective DUs. It is intended to, among others, account for and make the rating and ranking of DUs reflective of the efforts given by the DUs concerned in contributing to the achievement of the Functional Group's accomplishment and the DBM-OSEC's total accomplishment, in general.

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

1. The CPMS shall process and provide the data on the accomplishments for criteria no. 1 and 2 as identified above.
2. The designated Raters shall discuss the rating and ranking of the DUs under their group using as basis the accomplishments for criteria 1 and 2. The Raters may also request the assistance of the CPMS in gathering or providing data/accomplishments for criteria no. 3, whenever these are available.
3. Each of the Rating and Ranking Group shall designate at least one (1) technical staff to serve as Secretariat and record the proceedings of the meeting. The Secretariat shall prepare the Group's Minutes of Meeting for submission to the CPMS together with the accomplished Rating and Ranking Sheet of the Group.
4. Each Group's Accomplished Rating and Ranking Sheet reflecting the final Rating and Ranking Scores of the DUs covered by the Group, as well as the corresponding required Minutes of Meeting/s shall be submitted to the CPMS. Submitted Sheets 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 be 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
  - 5.2. scores/ratings computed by the CPMS to be used as basis for and the purpose of PBB rating and ranking of DUs,
6. The Functional Group Heads are given the responsibility to communicate and inform the DUs under their jurisdiction the results of the PBB Rating and Ranking. The same results shall be reported by the CPMS to the DBM PMT.
7. Once the Group's 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 grant for each individual official and employee, 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 2018 PBB Ranking and Ranking, please contact the PMT Secretariat at AVAYA locals 3218 and 3215.

  
**Myrna S. Chua**

Chairperson, DBM Performance Management Team  
and Head, Internal Management Group

  
**Thea Marie Corrine Palarca**

Vice-Chairperson, DBM Performance Management Team  
and OIC-Director, Administrative Service

  
**Benjamin E. Diokno**

DBM Secretary



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

OFFICE ORDER NO. 811, s. 2018

Subject : CONDUCT OF BRIEFING ON THE GRANT OF THE FY 2018  
PERFORMANCE-BASED BONUS (PBB) FOR DBM P.R.I.M.E  
OFFICERS AND BUREAU/SERVICE/OFFICE (B/S/O)  
REPRESENTATIVES

Date : August 03, 2018

- 1.0 For the continual improvement and strengthened transparency and communication on the FY 2018 PBB implementation, a briefing on the grant of the FY 2018 PBB will be conducted from 8:30am to 5:00pm for DBM P.R.I.M.E Officers and Bureau/ Service/ Office representatives as follows:

DATE	Functional Group	B/S/O	Venue
August 28 - Tuesday	Support Group	AS, CPMS, FS, IAS, ICTSS, BITS and LS	DBM Library
August 29 - Wednesday	Policy Group	OSEC, BTB, OPCCB, SPIB, FPRB, DLO and LGRCB	DBM Library
August 30 - Thursday	Operation Group	BMBs A to F	DBM Executive Lounge
August 31 - Friday	Regional Offices	ROs 1-3, 4A & 4B, 5-13, CAR and NCR	DBM Executive Lounge

- 2.0 The P.R.I.M.E Officers and B/S/Os representatives shall be updated on the following topics:

2.1 FY 2018 PBB - related concerns:

- PBB requirements (i.e., organizational, individual, other provisions);
- Rating and Ranking Criteria and Performance Category distribution; and
- Groupings on Rating and Ranking.

2.2 Process Improvement and Quality Management Systems concerns:

- Baseline data, target-setting and enrollment of process improvement;
- Citizen/Client Satisfaction;
- Conduct of B/S/O Management Review; and
- Correction and Corrective Action (Request for Action).

- 3.0 All participating DBM employees (**Annex A**) are expected to cascade the guidelines on FY 2018 PBB implementation to be discussed in their respective offices.
- 4.0 Expenses to be incurred by the RO participants shall be charged against their respective funds.  
All expenses to be incurred relevant to this undertaking shall be subject to the governing accounting, budgeting, and auditing rules and regulations.
- 5.0 The Administrative Service-General Services Division (GSD) is directed to extend the necessary logistical assistance, including the provision of shuttle services to transport the RO participants to the venue of the activity from their respective temporary residence and vice-versa.
- 6.0 For compliance.

*S C S*  
BENJAMIN E. DIOKNO  
Secretary

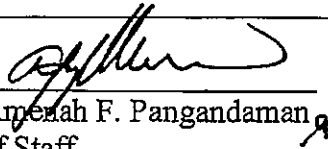
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
BONCODIN HALL, GENERAL SOLANO ST., SAN MIGUEL, MANILA

Notice of Meeting

For:	Management Committee (ManCom) Members										
From:	 Usec. Amerah F. Pangandaman Chief of Staff										
Page/s:	1	Date: August 31, 2018									
Subject:	2018-01 Special Management Committee (ManCom) Meeting										
Message:	<p>We wish to inform you that the subject meeting scheduled on <b>September 10, 2018 (Monday), 9:00 a.m.</b>, at the <b>Multi-Purpose Hall</b> shall adopt the revised provisional agenda as follows:</p> <table border="1"><thead><tr><th>Agenda</th><th>Presenter</th><th>Action Requested</th></tr></thead><tbody><tr><td>1. Performance-Based Bonus (PBB) Guidelines for CY 2018</td><td>OIC-Dir. Rowel D. Escalante</td><td>For presentation/ discussion</td></tr><tr><td>2. Other Matters: a. DBM Baseline Data for Process Streamlining and Systems Improvement for PBB 2018 b. Digital Imaging for Monitoring and Evaluation (Project DIME) c. Career Executive Service (CES) Concerns</td><td>OIC-Dir. Rowel D. Escalante  Undersecretary Lilia C. Guillermo  Dir. Rowena Candice M. Ruiz</td><td>For presentation/ discussion</td></tr></tbody></table>		Agenda	Presenter	Action Requested	1. Performance-Based Bonus (PBB) Guidelines for CY 2018	OIC-Dir. Rowel D. Escalante	For presentation/ discussion	2. Other Matters: a. DBM Baseline Data for Process Streamlining and Systems Improvement for PBB 2018 b. Digital Imaging for Monitoring and Evaluation (Project DIME) c. Career Executive Service (CES) Concerns	OIC-Dir. Rowel D. Escalante  Undersecretary Lilia C. Guillermo  Dir. Rowena Candice M. Ruiz	For presentation/ discussion
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<p>Please confirm your attendance with Ms. Rhonda Razel Hufano / Ms. Hazel Mayne L. Orbeta at local 3217 or email the ManCom Secretariat at <a href="mailto:excom_sec@dbm.gov.ph">excom_sec@dbm.gov.ph</a> on or before September 4, 2018 (Tuesday).</p> <p>Thank you very much.</p>											



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


## **PBB ADVISORY 2018-02**

13 September 2018

**SUBJECT:** Mechanics on the Rating and Ranking of Delivery Units (DUs) in the DBM-OSEC<sup>1</sup> for FY 2018 Performance Based Bonus (PBB) Implementation

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- 1.0 To heighten transparency and understanding on the FY 2018 PBB implementation among Bureaus/Services/Offices, officials and employees in the DBM-OSEC, the Mechanics in the Rating and Ranking of Delivery Units (DUs) is provided for reference.
- 2.0 The Mechanics on the Rating and Ranking of DUs took into consideration the inputs, comments and agreements made on the topic in the DBM Management Committee Meeting, the DBM Performance Management Team (PMT) Meetings, the PRIME Officers Briefings, and series of consultations with identified PBB Group Raters.
- 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.
- 5.0 For information.

  
**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-TSD and PS shall have their separate rating and ranking mechanics