

MECHANICS IN RANKING BUREAUS/SERVICES/OFFICES (B/S/Os)
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)
DEPARTMENT OF BUDGET AND MANAGEMENT-OFFICE OF THE SECRETARY

The process of the rating and ranking of bureaus/services/offices (B/S/Os) and individuals in the DBM-OSEC shall follow a single step approach as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1 dated June 2, 2020.

The resulting rating and ranking standing of DBM-OSEC B/S/Os shall be adopted/applied in the computation of FY 2020 PBB grant to eligible employees in the B/S/O. To illustrate: all eligible employees in a B/S/O which is rated and ranked as "Best" in their PBB Group shall be given PBB equivalent to 65% of their monthly salary as of December 31, 2020.

The Mechanics in the Rating and Ranking of DBM B/S/Os is presented hereunder:

The following Criteria shall be the basis for the Rating and Ranking of DBM-OSEC B/S/Os:

CRITERIA	% WEIGHT IN TOTAL RATING SCORE	REMARKS
1. Year-end Office Performance Accomplishment Report (OPAR) Rating Score	50%	The 50% of the B/S/O's total score shall be derived from the verified and approved FY 2020 OPAR rating scores covering two (2) semesters of FY 2020.

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2. Streamlining and Process Improvement (SPI) Accomplishment	15%	<p>Each DBM-OSEC B/S/O shall declare at least one (1) critical process/service for which it shall report the baseline data and target improvement. The accomplishment on process/service to be declared shall be reported after the end of the year and shall serve as basis for 15% of the B/S/O's total PBB rating and ranking score.</p> <p>The 15% score for the SPI shall be allocated to the following SPI criteria:</p> <table><tr><td>SPI Criteria</td><td>% score</td></tr><tr><td>Number of Steps</td><td>3.75 %</td></tr><tr><td>Turnaround Time</td><td>3.75 %</td></tr><tr><td>Number of Signatures</td><td>3.75 %</td></tr><tr><td>Number of Required Documents</td><td>3.75 %</td></tr></table>	SPI Criteria	% score	Number of Steps	3.75 %	Turnaround Time	3.75 %	Number of Signatures	3.75 %	Number of Required Documents	3.75 %
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3. Development Initiatives, Programs, and Projects (DIPPs)	30%	<p>The 30% shall consider the challenges encountered by the B/S/Os in their operations and reform initiatives. It is intended to account for, and reflect the efforts exerted by the B/S/Os concerned in contributing to the achievement of the Functional Group's objectives and targets and the DBM-OSEC's total accomplishment.</p> <p>In general, the DIPPs will be measured using the following sub-criteria: <u>Variety</u> (20%) - diversity of different types of outputs/services, reflects dynamism, drive and creativity geared towards efficiency, among other developmental objectives <u>Scope/Significance</u> (10%) - overall value of the outputs/ services to users or clients</p>										

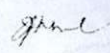
CRITERIA	% WEIGHT IN TOTAL RATING SCORE	REMARKS						
4. Timely Submission of SPMS Forms (OPCR and OPAR)	5%	<p>The remaining 5% of the total score shall pertain to reward points earned by B/S/Os for <i>Timely Submission of the OPCR and OPAR</i>, to be computed as follows:</p> <table><tr><th>% weight</th><th>Description</th></tr><tr><td>2.5% - OPCR</td><td>OPCR Forms (first Functional Group Head (FGH)-signed submission) received by CPMS on or before the deadline shall earn 2.5%. The numerical equivalent shall be "5" for earlier than the deadline submission, "4" for submission on the deadline and "1" for beyond the deadline submission. For the Regional Offices (ROs), the date for which the designated Regional Office consolidator submitted its OPCR Forms would be considered as the date of submission of the ROs.</td></tr><tr><td>2.5% - OPAR</td><td>4th Quarter OPAR (B/S/O Director-signed) submitted to FGH cc: CPMS within the deadline set in the "Call for Submission of Physical Performance Reports" shall earn 2.5% for the B/S/O. The numerical equivalent shall be "5" for "on or before the deadline" submission and "1" for "beyond the deadline" submission.</td></tr></table>	% weight	Description	2.5% - OPCR	OPCR Forms (first Functional Group Head (FGH)-signed submission) received by CPMS on or before the deadline shall earn 2.5%. The numerical equivalent shall be "5" for earlier than the deadline submission, "4" for submission on the deadline and "1" for beyond the deadline submission. For the Regional Offices (ROs), the date for which the designated Regional Office consolidator submitted its OPCR Forms would be considered as the date of submission of the ROs.	2.5% - OPAR	4 th Quarter OPAR (B/S/O Director-signed) submitted to FGH cc: CPMS within the deadline set in the "Call for Submission of Physical Performance Reports" shall earn 2.5% for the B/S/O. The numerical equivalent shall be "5" for "on or before the deadline" submission and "1" for "beyond the deadline" submission.
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The Rating and Ranking Process:

1. The Corporate Planning and Management Service (CPMS) shall process and provide the data on the accomplishments for the above-mentioned criteria, for sharing to the PBB Groups. Assistance of the CPMS may be sought by the PBB Groups for the rating and ranking activity.
2. The designated Raters shall discuss the rating and ranking of the B/S/Os under their group based on the accomplishments for the above criteria using the data provided by CPMS.
3. Each PBB 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.
4. Each PBB Group's Accomplished Rating and Ranking Sheet reflecting the final Rating and Ranking scores of the respective B/S/Os and the corresponding Minutes of the Meeting/s shall be submitted to the CPMS for reporting to the DBM Performance Management Team (PMT). Any submissions without the required Minutes of Meeting/s 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 PMT prior to the implementation of the results of the rating and ranking of B/S/Os:
 - 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 B/S/Os.
6. The FGHs are given the responsibility to communicate with the B/S/Os under their jurisdiction the results of the PBB Rating and Ranking.
7. The accomplished Rating and Ranking sheets shall be verified and finalized by CPMS, and thereafter forwarded to the Administrative Service – Human Resource Development Division (AS-HRDD) for the computation of the PBB of eligible officials and employees, as well as the preparation of the PBB Form 1.0 – Report on Ranking of Bureaus/Services/Offices (B/S/Os) for DBM-OSEC. The finalized and approved Form shall then be submitted to the IATF on AO25 by the CPMS.

Help Desk:

For queries and concerns on the FY 2020 PBB Rating and Ranking or other PBB-related concerns, please contact pmtsecretariat@dbm.gov.ph.

 Digitally signed
by USec, Janet
B. Abuel

JANET B. ABUEL

Chairperson, DBM Performance Management Team



KIM ROBERT C. DE LEON

Vice-Chairperson, DBM Performance Management Team


WENDEL E. AVISADO
DBM Secretary