



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



April 21, 2017

CIRCULAR
NO. 2017- 14

SUBJECT : GUIDELINES IN THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2016 FOR DILG – LOCAL GOVERNMENT (LG) SECTOR OPERATING UNITS AND PERSONNEL

The Department will adopt the following implementing guidelines in the grant of the Performance-Based Bonus (PBB) FY 2016 for DILG – Local Government (LG) Sector, viz:

1. Legal Bases

- 1.1. Executive Order No. 80, s. 2012 dated 20 July 2012, titled *“Directing the Adoption of a Performance-Based Incentive System for Government Employees;”* and
- 1.2. Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-01 dated 12 May 2016, titled *“Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order No. 80 and Executive Order No. 201.”*

2. Coverage

All officials and employees of DILG Regional Offices, Bureaus, Services, Executive Offices (Office of Secretary, USECs/ASECs) and other offices/operating units within the DILG-LG Sector, holding regular plantilla positions, co-terminus and contractual personnel (Patrol 117 Commission) having an employer-employee relationship with the Department, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM approved contractual staffing pattern, who have rendered at least three (3) months of service in the Department for the year 2016.

3. Eligibility Criteria

As per Memorandum Circular No. 2016-1 dated May 12, 2016 (*Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016*) the following shall be observed in determining the eligibility for the Department and individual personnel in the grant of the PBB FY 2016 in the DILG-LG Sector offices/operating units:

- 3.1. The Department must achieved the performance targets under the following: (OPR - Planning Service).

- a. Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA;
 - b. Targets for Support to Operations (STO);
 - c. General Administration and Support Services (GASS);
- 3.2. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016. - (OPR - AS, FMS)
- 3.3. Use of the approved Strategic Performance Management System (SPMS) and Career Executive Performance Evaluation System (CESPES) for CY 2016 respectively. (OPR - AS)

4. FY 2016 Performance Targets

- 4.1. The MFO indicators and targets in the FY 2016 PIB approved by Congress shall be the basis for assessing eligibility for the PBB.¹
- 4.2. STO target identified in accordance with the priority of the Agency Head;
- 4.3. The GASS targets shall be as follows:
- a. Budget Utilization Rate (BUR), which shall consist of: 80% of Obligations BUR and 80% of Disbursement BUR
 - b. Compliance to Public Financial Management (PFM) reporting requirements of the COA and the DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations.²
 - c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012.
 - d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the Agency approved budget to the GPPB and its Technical Support Office (TSO).

5. Eligibility of Individuals

- 5.1 The eligibility of the Department Secretary will depend on the eligibility and performance of the respective department. His PBB rate shall be based on the monthly basic salary as of December 31, 2016, as follows:

Table 1.0

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
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¹ MFO Targets PI1 – 1,665 LGUs provided with TA, PI2 – 1,653 LGUs assessed on SGLG, PI3 – 5% increase, PI4 -20% of qualified LGUs provided with incentives for good governance performance, PI5 1,665 LGUs provided with TA in accordance to set timelines

² Budget and Financial Accountability Reports (BFARs), Report on Ageing of Cash Advances and COA Financial Reports (Statement of financial Position ; Statement of Financial Performance ; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of budget and Actual Amounts; and Notes to Financial Statements) (per COA Resolution No. 2014-003)

Agency achieved all Good Governance Conditions (GGC), and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

Note: Heads of Departments/agencies shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

5.2 Employees belonging to the First and Second Levels [SG 1-25] who received a rating of at least **“Satisfactory”** based on the Department’s Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS), and should have submitted IPCR/DPCR for FY 2016 (1st & 2nd Semester) to be included in the grant of the PBB;

5.3 HRMD, Administrative Service will submit a certified list of employees who have submitted the complete SPMS (OPCR/IPCR) Forms for the required period to the PMG Secretariat (Personnel Division, Administrative Service) on or before **April 30, 2017**.³

5.4 Third Level officials who have receive a rating of at least **“Satisfactory”** under the Career Executive Service Board (CESB) Online Career Executive Service Performance Evaluation System (CESPES) CY 2016, for an uninterrupted period of at least three (3) months. Payment of the PBB to third Level officials shall be contingent on the release of results of the CESPES.⁴

5.5 For the purposes of the PBB ranking, the CESB Online CESPES will be adopted internally and will hereinafter be referred to as **“Internal CESPES.”**⁵ **Annex B**

The said Internal CEPES will cover officials who are performing managerial and executive functions:

- Officials who are occupying Non-Career third level positions with co-terminus appointment but not CESE/O (e.g., Undersecretaries and Assistant Secretaries who are not CESE/O).

The Internal CESPES will require ratings from one (1) Superior and three to five (3-5) subordinates of the Ratee Official and should receive a rating of at least **“Satisfactory”** to be included in the ranking for the grant of the PBB.

5.6 Personnel on **reassignment** to other region/bureau/service/ operating unit within the DILG-LG Sector for six (6) months or more shall be included in the

³ FORMS includes the following: Individual – IP Commitment & Review Rating Forms , Monthly DPCR, Individual PDP and Summary of Individual Rating. for the DC, DPCR, Division Development Plan and Professional Development Plan, Coaching Forms and Critical Incident Form (if there’s any)

⁴ Pursuant to CESB Circular No. 01 series 2017 dated January 23, 2017, Generating the Career Executive Service Performance Evaluation System (CESPES) Ratings for CY 2016, Section 1: Scope and Coverage – The provision of this Circular shall apply to incumbents of CES positions, i.e., CESOs, CES Eligibles and non-CES Eligibles who are appointed to CES positions or designated in an Acting capacity or as Officer-in-Charge of a CES position.

⁵ The Internal CESPES will require ratings from one (1) Superior and three to five (3-5) Subordinates of the Ratee Official. Official should receive a rating of at least “Satisfactory” under the Internal CESPES to be included in the ranking for the grant of the PBB

ranking of employees in the recipient region/bureau/service/operating unit that rated his/her performance;

- 5.7 Personnel on **detail or secondment** to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. **Payment of the PBB shall come from the mother agency.**

Said personnel should have submitted at least one (1) IPCR for FY 2016 duly signed by his/her supervisor at the recipient station to be included in the grant of the PBB;

- 5.8 Personnel who **transferred** from one government agency to another government agency shall be included in the ranking of employees in the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the ranking of employees in the recipient agency.

- 5.9 An official or employee who have rendered a minimum of **nine (9) months** of service in FY 2016 (ending 31 December 2016) in the Department and with at least "Satisfactory " rating may be eligible for the **full grant of the PBB**;

- 5.10 An official or employee who have rendered less than **nine (9) months but a minimum of at least three (3) months** of service in the Department and with at least "**Satisfactory**" rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered , as follows:

Table 2

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who **may not** meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave / Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

- 5.11 Personnel who is on vacation or sick leave (with or without pay) for the entire year and or **more than nine (9) months** is **not eligible** to the grant of the PBB;

5.12 Personnel who is on Scholarship/Study Leave for **more than nine (9) months** is **not eligible** to the grant of the PBB;

5.13 Personnel who have rendered **at least nine (9) months** *(including months in LGOO Training)* of service in the Department, for the year ending 31 December 2016 may be eligible for the **full grant of the PBB**, provided that said personnel submitted at least one (1) IPCR for FY 2016 and receive a rating of at least **"Satisfactory"**;

Moreover, personnel who have rendered **at least three (3) months** *(including months in LGOO Training)* **but less than nine (9) months** of service in the Department, for the year ending 31 December 2016 may be eligible for the grant of the PBB on a **pro-rata basis**, provided that said personnel submitted their IPCR for at least one (1) rating period for FY 2016 and receive a rating of at least **"Satisfactory."**

5.14 Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

5.15 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provide under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2016 PBB.

For those who are newly hired in 2016, they should have submitted their SALN as of date of assumption to duty to qualify for the grant of the PBB FY 2016;

5.16 Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

- The Accounting Division, Financial Management Service, shall furnish the PMG Secretariat of the list of personnel with unliquidated aging cash advances on or before **April 30, 2017**.

5.17 Agency heads should ensure that officials and employees covered by RA 6713 submitted their **2015 SALN** to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, and also liquidated FY 2016 Cash Advances, as this will be the basis for the release of PBB to individuals.

6. Rating and Ranking Scheme

6.1. DILG-LG Sector Offices⁶ shall be forced ranked following the distribution below:

PERFORMANCE CATEGORY	RANKING	NO. OF OFFICES	No. of office per Category
Best Office	Top 10%	4	3 Regions, 1 Bureau
Better Office	Next 25%	9	1 Bureau 3 Services 1 Exec Office 4 Regions
Good Office	Remaining 65%	25	2 Bureaus 5 Services 8 Exec Office 10 Regions
<u>TOTAL</u>	<u>100%</u>	<u>38</u>	<u>38</u>

6.2. Only personnel belonging to eligible offices/delivery units (Exec., Bureaus, Services & ROs) are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (Annex 3, MC #2016-1 dated May 12, 2016). **There shall no longer be a ranking of individuals within the offices/ delivery unit**

7. Criteria for the Forced Ranking of Offices and Personnel

7.1. Rating and ranking of offices will be based on the following:

A) 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 Offices.

CRITERIA FOR BUREAUS	ASSESSOR/S	WEIGHT
1. Accomplishments based on OPB Targets, OPCR and PBB Performance Targets:	Planning Service	20%
2. Financial Performance based on the following parameters/criteria: <u>FMS Rating Tool</u>	FMS	20%

⁶ *Executive Offices A(7): OSEC Proper, OUSLG, OUSOp, OUSPS, OUSUPISFSC/OULLC, OASMA, OASPP, Executive Office B (2) - OASIELA, OASBACD, (9 exec office) *Bureaus (4): OPDS, BLGD, BLGD, NBOO, *Services (8): FMS together with ASFC, LLLS, AS, PS, IAS, ISTMS, PACS, Patrol 117, *Regional Offices (17) Total delivery units is 38.

TOTAL	100%
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B) 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 Offices.

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	WEIGHT
1. Accomplishments based on OPB Targets, OPCR and PBB Performance Targets.	Planning Service	25%
2. Performance focused on parameters/criteria applicable to each Service.	ROs and Bureaus <i>(use Annexes D.1 to D.7)</i>	BUs (25%) ROs (25%)
3. Performance in the delivery of specific initiatives and other special assignments.	All Services – OSEC, OUOp, OUSLG, ASFC & HRD	(25%)
TOTAL		100%

In the case of Emergency Response Patrol 117, Accomplishments based on OPB Targets, OPCR and PBB Performance Targets for 2016 shall be the basis in rating the office.

C) 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 Offices.

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	WEIGHT
1. Performance/Accomplishments <ul style="list-style-type: none"> Physical Accomplishments (OPB, OPCR, PBB Targets) 	Planning Service <i>(based on PBB Form A-1 and</i>	<u>20%</u>

D) *Rating and Ranking of Executive Offices*

Executive Offices will not rate other Executive Offices. The Office of the Secretary will be the only rater for all the offices of Undersecretary and Assistant Secretaries.

CRITERIA FOR EXECUTIVE OFFICES	ASSESSOR/S	WEIGHT
<p>Performance focused on the following parameters/criteria:</p> <p><u>Annex F</u></p> <p>(1) Exercise supervision to various OUs/Agencies of the Department in the performance of their functions (i.e., formulation of policies, programs, administrative, legal, fiscal and financial policies, systems and procedures)</p> <p>(2) Prompt and immediate actions/response to SILG's instructions</p> <p>(3) Prompt and immediate response to queries, requests and other concerns are provided within the prescribed period (10 days per CSC laws, rules and regulations)</p> <p>(4) Availability in terms of representing the SILG and the Department to various high level meetings and commitment.</p> <p>(5) Support, of any kind (technical, administrative, etc.), they extend to the rater;</p>	<p>All Executive Offices shall be assessed by the Office of the Secretary using the attached rating tool</p>	<p>100%</p>
TOTAL		100%

- 7.2. The PBB focal person and or secretariat/personnel in the administrative unit within the bureau/ service/ regional office/ executive office, will prepare the **List of Eligible Personnel** using **Annexes A, duly signed and certified correct** by the head of unit. The **hard copy** of the Annexes must be submitted to the DILG PMG Overall Secretariat, (Personnel Division, Administrative Service) while the **soft copy (in excel format)** shall be sent thru email to pmgsecretariat.dilgco@gmail.com **April 30, 2017.**
- 7.3. All accomplished/complied annexes and the concerned assessors of every delivery units shall submit all their ratings to the Planning Service on or before **May 8, 2017.**

7.4. The Planning Service will determine the final rating and ranking of offices per consolidated assessment results from the designated assessors, and will submit the **Result of Office Force Ranking** to the *DILG PMG Overall Secretariat*. **not later than May 25, 2017**.

7.5. The DILG PMG Overall Secretariat will prepare the **Form 1.0 of the DILG-LG Sector** based on the results of the forced ranking of offices by delivery unit, for submission to the AO 25 Secretariat and the Department of Budget Management (DBM).

9.0 Rates of the FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of all the offices/delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016 as follows, but not lower than Php5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

10. Transparency and Feedback Mechanism

The **DILG-OSEC PMG** will release the PBB Office Ranking, through the Public Affairs and Communication Service (PACS), to all concerned units after the PBB FY 2016 cycle to report results and provide feedback regarding strengths and areas for improvement.

These guidelines shall be enforced for the grant of PBB for FY 2016.



CATALINO S. CUY
Officer-In-Charge, DILG

TABLE OF ANNEXES

Annex A	List of Ranked Personnel
Annex B	PBB Rating Tool for 3 rd Level Officials (Co-Terminus) and are not CESE/O for Superior and Subordinate Raters – Internal CESPEs
Annex C	PBB Rating Tool to rate Bureaus
Annex D.1	PBB Rating Tool to rate Planning Service (PS)
Annex D.2	PBB Rating Tool to rate Administrative Service (AS)
Annex D.3	PBB Rating Tool to rate Information Systems and Technology Management Service (ISTMS)
Annex D.4	PBB Rating Tool to rate Legal Legislative and Liaisoning Service (LLLS)
Annex D.5	PBB Rating Tool to rate Internal Audit Service (IAS)
Annex D.6	PBB Rating Tool to rate Financial Management Service (FMS)
Annex D.7	PBB Rating Tool to rate Public Affairs and Communication Service (PACS)
Annex E	PBB Rating Tool to rate Executive Offices

LIST OF RANKED PERSONNEL
[PBB FY 2016]

Name of Bureau/ Service/ Region/ Office: _____

Total Number of Eligible Personnel: _____

Please take note of the allowable percentage distribution per office/delivery unit performance category:		NOTE: You may use the PBB Calculator to compute the allowable number of personnel per performance category. (This portion is for PMG Secretariat use only)	FULL GRANT / PRO-RATA GRANT TABLE	
Performance Category	Allowable Percentage		Length of Service in FY 2015	Percentage of PBB
Best Office/Delivery Unit	65% of Monthly Basic Salary		9 months and above	100%
Better Office/Delivery Unit	57.5% of Monthly Basic Salary		8 months but less than 9 months	90%
Good Office/Delivery Unit	50% of Monthly Basic Salary		7 months but less than 8 months	80%
			6 months but less than 7 months	70%
			5 months but less than 6 months	60%
			4 months but less than 5 months	50%
			3 months but less than 4 months	40%

#	NAME	POSITION/ DESIGNATION	STATION / DIVISION	SALARY GRADE	NO. OF MONTHS SERVED IN 2016	PERCENTAGE OF GRANT (Refer to table above)	REMARKS
1							
2							
3							
4							
LIST OF PRO-RATA GRANT PERSONNEL							
1							
2							
LIST OF NON-ELIGIBLE PERSONNEL							
#	NAME	POSITION/ DESIGNATION	STATION / DIVISION	SALARY GRADE	REMARKS / REASON FOR NON-ELIGIBILITY (SALN, SPMS/CESPES, AGEING CASH ADVANCE, VL/SL/SCHOLARSHIP FOR THE WHOLE YR. 2016, GUILTY OF ADM/CRIM. CASE)		
1							
2							

Approved by: _____

Head of Office/Director



Department of the Interior and Local Government

SIGNATURE

NAME OF RATER

DATE ACCOMPLISHED

PERFORMANCE BASED-BONUS PERSONNEL RATING TOOL

[INTERNAL CESPES]

FOR 3RD LEVEL OFFICIALS NOT RATED THROUGH THE ONLINE CESPESa. Those occupying Non-Career 3rd level positions (Co- Terminus) and are not CESE/ORATING PERIOD
(PBB YEAR/CYCLE)EMPLOYEE/OFFICIAL
TO BE RATEDPOSITION DURING
RATING PERIODSTATION DURING
RATING PERIOD
(OFFICE/SERVICE/BUREAU)NO. OF MONTHS SERVED
DURING RATING PERIOD

A. COMPLIANCE TO OFFICE POLICIES/ADMINISTRATIVE REQUIREMENTS

10%

The act of cooperating and abiding by set rules and standards.

Non Submission	Late Submission	On Time Submission
0	1	5

1	Submits Sworn Statement of Assets, Liabilities & Net Worth (SALN) within given deadline	0	1	5
2	Submits updated Personal Data Sheet (PDS) (CSC Form No. 2012) and other documents as required	0	1	5
3	Submits liquidation of Cash Advance on time (Note: Not applicable if no expense requiring liquidation was made during the Rating Period. Do not rate.)	0	1	5

B. BEHAVIORAL DIMENSION

30%

INSTRUCTION:

Based on the scale below, encircle the number corresponding to the observed behavior of the ratee during the rating period.

NEVER shows the conduct being described	RARELY	OFTEN	VERY OFTEN	CONSISTENTLY shows the conduct being described
1	2	3	4	5

CRITICAL AND ANALYTICAL THINKING

Reference: DILG Competency Dictionary

CESPES Equivalent: Strategic and Critical Thinking

1	Recommends steps and strategies in completing complex tasks	1	2	3	4	5
2	Adopts a holistic framework for planning and policy formation	1	2	3	4	5

LEADING CHANGE

Reference: Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro)

CESPES Equivalent: Leading in a Continuously Changing Environment

3	Generates genuine enthusiasm and momentum for organizational change	1	2	3	4	5
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4	Engages and enables groups to understand, accept, and commit to and sustain the change agenda	1	2	3	4	5
DEVELOPING AND INSPIRING OTHERS						
<i>Reference: DILG Competency Dictionary</i>		<i>CESPES Equivalent: Developing / Empowering Others to Establish Collective Accountability for Results</i>				
5	Encourages continuous learning and development/improvement through collaboration in identifying strengths and areas for improvement	1	2	3	4	5
6	Motivates to achieve results	1	2	3	4	5
7	Recognizes good performance and excellence	1	2	3	4	5
RELATIONSHIP BUILDING						
<i>Reference: DILG Competency Dictionary</i>		<i>CESPES Equivalent: Linkaging and Networking for Productive Partnerships</i>				
8	Creates opportunities to develop alliances and formal networks	1	2	3	4	5
9	Promotes a culture of collaborative working with others	1	2	3	4	5
PLANNING WORK AND MANAGING TEAMS						
<i>Reference: DILG Competency Dictionary</i>		<i>CESPES Equivalent: Planning and Organizing for Greater Impact</i>				
10	Rationalizes workload effectively and interdependently to achieve results within timeframes and ensuring optimal use of resources	1	2	3	4	5
11	Ensures that systems are in place to effectively monitor and evaluate progress based on outcomes and results	1	2	3	4	5
12	Sets SMART (Specific, Measurable, Attainable, Realistic, Time-bound) targets	1	2	3	4	5
ENSURING EXCELLENT RESULTS AND SERVICE INTEGRITY						
<i>Reference: DILG Competency Dictionary</i>		<i>CESPES Equivalent: Driving Performance for Integrity and Service</i>				
15	Thinks out of the box and employs innovative approaches for organizational effectiveness	1	2	3	4	5
16	Considers others' feedback and takes accountability for results	1	2	3	4	5
17	Promotes employee well-being amidst a highly dynamic work environment	1	2	3	4	5
18	Monitors cost-effectiveness at agency level	1	2	3	4	5

RATING FORM FOR SUBORDINATE RATER #1

RATING PERIOD
(PBB YEAR/CYCLE)

EMPLOYEE/OFFICIAL
TO BE RATED

POSITION DURING
RATING PERIOD

STATION DURING
RATING PERIOD
(OFFICE/SERVICE/BUREAU)

C. PERFORMANCE SATISFACTION

60%

		1	2	3	4	5
1	Exercise supervision to various OUs/Agencies of the Department in the performance of their functions (i.e., formulation of policies, programs, administrative, legal, fiscal and financial policies, systems and procedures)					
2	Prompt and immediate actions/response to SILGs instructions, queries and others					
3	Prompt and immediate response/actions on the documents/communications referred to the office (i.e., Department Order, memorandum, policies, guidelines, resolutions and others)					
4	Prompt and immediate response to queries, request and other concerns are provided within the prescribed period (10 days per CSC laws, rules and regulations)					
5	Availability in terms of representing the SILG and the Department to various high level meetings and commitment					
5	Support, of any kind (technical, administrative, etc.) they extend to the rater					



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PLEASE DO NOT FILL-UP BELOW THE DOTTED LINE. FOR ASSESSOR'S USE ONLY.

SUMMARY OF ASSESSMENT

A. COMPLIANCE TO OFFICE 10% POLICIES/ADMINISTRATIVE REQUIREMENTS	
TOTAL	
RATING	
B. BEHAVIORAL DIMENSION (20%)	
Superior Rater's Rating (10%)	
Subordinate Raters' Rating (10%)	
<i>Subordinate Rater #1</i>	
<i>Subordinate Rater #2</i>	
<i>Subordinate Rater #3</i>	
TOTAL	
RATING	
C. PERFORMANCE SATISFACTION	
TOTAL	
RATING	
FINAL RATING	

PERFORMANCE RATING TOOL

To be used to rate Bureaus

[PBB FY 2016]

NAME OF BUREAU: _____

RATER (Name of Unit): _____

(Raters: Regional Offices)

LEGEND:

4 - Excellent 3 - Very Satisfactory 2 - Satisfactory 1 - Unsatisfactory

AREAS OF CONCERN:	Rate of Satisfaction			
	(4)	(3)	(2)	(1)
1) Clarity of Bureau programs/projects/activities (PPAs) and of issuances/instructions/guidance/guidelines pertaining to their implementation				
1.1 Objectives, strategies, key deliverables and outputs/outcomes are clearly provided/disseminated to regions through orientations/ meetings and other similar venues				
1.2 Target LGU coverages for program implementation are clearly identified/provided and agreed upon by the recipient regional offices				
1.3 Sets specific timelines for each component activities and phases of program/project implementation (pre-implementation, FS, procurement, etc.) in the case of infra projects				
1.4 Guidelines were issued on time and are easily understood				
1.5 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood				
2) Timeliness in terms of providing technical assistance when needed				
2.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)				
3) Support, of any kind, they extend to the ROs for the successful implementation of PPAs				
3.1 Extends financial support to program implementation apart from the subsidy provided to beneficiary LGUs (e.g., monitoring and evaluation, training, publication of IEC materials, etc.)				
3.2 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available				
3.3 Training/orientation of focal person/s and/or concerned regional personnel are provided				
3.4 Technical personnel are available and ready to assist before, during and after program implementation				
4) Presence/availability of feedback mechanisms regarding their performance on PPA implementation				
4.1 Performance feedback reporting system was established and maintained on a quarterly or semestral bases				
4.2 Mid-term and/or year-end evaluation conferences were conducted				

Approved by:

Head of Office

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **Planning Service (PS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5 – Excellent

4 – Very Satisfactory

3 – Satisfactory

2 – Unsatisfactory

1 – Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:					
1.1 Planning and Programming					
1.2 Monitoring and Reporting					
2) Clarity of issuances/instructions/guidelines/advisories pertaining to planning and monitoring of key P/Ps					
2.1 Objectives, strategies, key deliverables and targets are clearly provided/disseminated to all offices through consultations/ meetings, conference-workshops and other similar venues					
2.2 Monitoring forms/templates including instructions for reporting both the physical and financial progress/status of programs/projects are provided and are easily understood					
2.3 Status/progress of accomplishments of Key P/Ps vis-a-vis targets are provided/disseminated for information/comments of Ous					
3) Timeliness in terms of providing technical assistance when needed					
3.1 Prompt and immediate response to queries and clarifications regarding the program/project are provided within the prescribed period (10 days per CSC)					
4) Provide platforms or opportunities for CO and RO Units and personnel to:					
– discuss plans and programs of the Department					
– discuss PPA status and issues related to implementation					
5) Technical personnel are courteous, available and ready to assist before, during and after program implementation					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **Administrative Service (AS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5- Excellent 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:					
1.1 Human Resource Management					
- Scholarships (ESP on BAR Review, PaHRODF, etc.)					
- Trainings (Issuance of Department Orders and Conduct of Core Trainings)					
- SPMS					
1.2 Personnel Welfare & Benefits					
1.3 Personnel Transactions					
1.4 Records Management					
1.5 Security Management					
1.6 Auxilliary and building maintenance					
1.7 Transport assistance & vehicle maintenance					
1.8 Procurement and property management					
2) Clarity of issuances/instructions/guidelines/advisories pertaining to the implementation of :					
2.1 Administrative Policies					
2.2 Plans, system and productivity improvement					
2.3 Human Resource Information System					
2.4 Strategic Performance Management System (SPMS)					
2.5 Inventory of Management System					
2.6 Adoption of Document Tracking System of NARMIS					
2.7 Procurement and property management system					
3) Support, of any kind, they extend to all Bureaus/Offices/ Units					
3.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
3.2 Relevant training/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
3.3 Administrative personnel are courteous, available and ready to assist					
4) Timeliness in terms of providing technical assistance when needed					
4.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
5) Presence/availability of feedback mechanisms					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **Information Systems and Technology Management Service (ISTMS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5- Excellent 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:					
1.1 Administration and maintenance of IT facilities for Data Center operations and intranet/internet					
1.2 Development and installation of Department Information Systems					
1.3 Adequate and up-to-date data and management of information inputs					
1.4 Internet Services/LAN Operations					
2) Clarity of issuances/instructions/guidelines/advisories pertaining to Information & Communications Technology (ICT)					
2.1 Objectives, strategies, key deliverables and outputs/outcomes are clearly provided/disseminated to concern offices through orientations/ meetings and other similar venues					
2.2 Guidelines were issued on time and are easily understood					
2.3 Monitoring forms/templates for reporting of progress/status of compliance are provided and easily understood					
3) Timeliness in terms of providing technical assistance when needed					
3.1 Prompt and immediate response to request for : a) TA on software and hardware troubleshooting					
b) Application Systems/Programs development					
4) Support, related to ICT, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:					
4.1 Reference materials such as manuals, modules, tool kits,etc. are provided and readily available					
4.2 Relevant trainings/orientation are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
4.3 IT personnel are courteous, available and ready to assist					
5) Presence/availability of feedback mechanisms on the provision of ICT services					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **LEGAL LEGISLATIVE AND LIAISONING SERVICE (LLLS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5- Excellent 4 - Very Satisfactory 3 - Satisfactory 2 - Unsatisfactory 1 - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services relative to:					
1.1 Legal Counselling					
1.2 Legal support					
1.3 Legal assistance					
1.4 Review contracts/MOUs/MOAs to be entered into by the Department, including DOs/MCs					
1.5 Preparation comments/responses to cases					
1.6 Review of Appealed cases					
2) Timeliness in terms of providing technical assistance when needed					
2.1 Prompt and immediate response to request for :					
2.1.1 Legal counselling within within 15 working days from the time the request was received					
2.1.2 Rendition of Legal Opinions within 15 working days from the time the request was received					
2.1.3 Review of draft MOA/MOU/Contract/etc., within 22 working days from the time the request was received by the LRALLD					
2.1.4 Response to query relative to complaints against local elective officials and Department personnel should be acted upon (conduct of formal administrative proceeding until resolution) 90 days from the receipt thereof					
2.1.5 Rendition or Issuance of decision/order in appealed cases of PNP, BJMP, BFP, NUP and PPSC, and comment of the cases appealed to CSC should be within 30 days from the receipt thereof					
3) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:					
3.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
3.2 Orientation/training are provided to focal person/s and/or concerned Bureau/Office/Unit personnel					
3.3 Legal personnel are courteous, available and ready to assist					
4) Presence/availability of feedback mechanisms					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **INTERNAL AUDIT SERVICE (IAS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5- Excellent **4** - Very Satisfactory **3** - Satisfactory **2** - Unsatisfactory **1**– Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective Internal Audit service:					
1.1 Conduct management compliance and operations audit <input checked="" type="checkbox"/> Determine compliance to existing rules and regulations, issuance and other policies <input checked="" type="checkbox"/> Review and appraise systems and procedures/processes, organization structures, asset management practices, financial and management record, etc. <input checked="" type="checkbox"/> Evaluation of the implementation of programs/projects					
1.2 Conduct audit within the audit schedule					
1.3 Audit objective/s is/are achieved					
1.4 Clarity/Acceptability of audit findings/observations					
1.5 Audit recommendation/s could contribute to the systems improvement and/or enhancement of existing policies					
2) Clarity of issuances/instructions/guidance/guidelines/advisories pertaining to Internal Audit					
2.1 Audit objectives, scope, coverages and strategies are clearly provided/disseminated to concern offices through opening, meetings and other similar venues					
2.2 Audit findings/observations as well as the basis thereof are clearly explained to the Auditee					
3) Timeliness in terms of providing technical assistance when needed					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
3.2 Prompt and immediate action on the review of policies, guidelines, resolutions and/or other documents being referred to the office					
4) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:					
4.1 Reference materials (e.g. existing laws, rules, regulations, guidelines, policies, etc.) are provided					
4.2 Coaching/Orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
4.3 Technical personnel are courteous, available and ready to assists					
5) Presence/availability of feedback mechanisms					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **FINANCIAL AND MANAGEMENT SERVICE (FMS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5- Excellent **4** - Very Satisfactory **3** - Satisfactory **2** - Unsatisfactory **1** - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:					
1.1 Budget preparation and allocation					
1.2 Budget execution and utilization					
1.3 Accounting and financial matters					
1.4 Providing accurate financial status report					
1.5 Review of existing methods, systems and procedures/processes					
2) Clarity of issuances/instructions/guidance/guidelines/ advisories pertaining to:					
2.1 Budget preparation					
2.2 Allocation and utilization of budgetary and other financial resources					
2.3 Equalized cash inflows and outflows for the purpose of liquidity					
2.4 Cash allocation releases					
2.5 Management review of organizational structure, manpower and operations (includes existing methods, systems and procedures/processes)					
2.6 Monitoring forms/templates including instructions for reporting of financial progress/status provided and are easily understood					
3) Timeliness in terms of providing technical assistance when needed					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
4) Prompt action in processing :					
4.1 Payments on the following: salaries, TEVs and other claims					
4.2 Funds for downloading/transfer to other Regions/Office					
5. Timely submission of remittances to GSIS, PAG-IBIG and others					
6. Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:					
6.1 Reference materials such as manuals, modules, tool kits,etc. are provided and readily available					
6.2 Training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
6.3 FMS personnel are courteous, available and ready to assist					
7. Presence/availability of feedback mechanisms					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

PERFORMANCE SATISFACTION RATING TOOL

(To be used to rate the **PUBLIC AFFAIRS AND COMMUNICATION SERVICE (PACS)**)

NAME OF OFFICE (EXECUTIVE OFFICES/REGION/BUREAU): _____

Raters: PS, Bureaus, ROs, OSEC, OUOp, OUSLG, ASFC & HRD

LEGEND:

5 - Excellent **4** - Very Satisfactory **3** - Satisfactory **2** - Unsatisfactory **1** - Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Provide the Department Proper, Bureaus/Offices with efficient and effective services on:					
1.1 Media and public relations program					
1.2 Advocacy/communication write-ups for the Department programs and projects					
1.3 Communication write-ups for the Department's key officials					
1.3 Disaster monitoring system for information and communication purposes					
1.4 Information resource center					
1.5 Photo documentation					
1.6 Audio & Visual documentation					
1.7 Printing, artwork and other creative services					
2) Provide policies/guidance re: communication strategies and plans of the Regional Offices					
3) Support, of any kind, they extend to all Bureaus/Offices/ Units/Attached Agencies:					
2.1 Reference materials such as manuals, modules, tool kits, etc. are provided and readily available					
2.2 Information materials, press releases and similar collaterals distributed for dissemination by the Regional Offices					
2.2 Relevant training/orientation of focal person/s and/or concerned Bureau/Office/Unit personnel are provided					
2.3 PACS personnel are courteous, available and ready to assist					
4) Timeliness in terms of providing technical assistance when needed					
3.1 Prompt and immediate response to queries and clarifications are provided within the prescribed period (10 days per CSC)					
5) Presence/availability of feedback mechanisms					

Note: Item No. 2 is to be answered by the Regional Offices only.

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional

Annex E

PERFORMANCE SATISFACTION RATING

(To be used to rate the **OFFICE OF EXECUTIVE OFFICE**)

NAME OF OFFICE _____

Rater: Office of the Secretary

LEGEND:

5 – Excellent

4 – Very Satisfactory

3 – Satisfactory

2 – Unsatisfactory

1 – Poor

AREAS OF CONCERN:	Rate of Satisfaction				
	(5)	(4)	(3)	(2)	(1)
1) Exercise of supervision to various OUs/Agencies of the Department in the performance of their functions (i.e., formulation of policies, programs, administrative, legal, fiscal and financial policies, systems and procedures)					
2) Prompt and immediate actions/response to SILG's instructions					
3. Prompt and immediate response to queries, requests and other concerns are provided within the prescribed period (10 days per CSC)					
4.1 Prompt and immediate actions on the documents/communications referred to the office (i.e., Department Order, memorandum, policies, guidelines, resolutions and others):					
a) Approval/Signature					
b) Needing Appropriate Action					
c) Comment/Recommendation					
d) Request for feedback					
3) Availability in terms of representing the SILG and the Department to various high level meetings and commitment.					
4) Support, of any kind (technical, administrative, etc.) they extend to the rater					
4.1 Prompt and immediate response/action on request for TA					
4.2 Personnel/support staff are available and ready to assists					
4.3 Personnel/support staff are knowledgeable/responsive/courteous/organized/systematic					

Reviewed by:

Approved by:

Chairman of Office, Service/Bureau/Regional PMG

Head of Office, Service/Bureau/Regional