

Description of the criteria and process used in rating the performance and ranking of the bureaus/offices/attached agencies/delivery units

In accordance with MC 2012-03, paragraph 5.5 “The Department Secretary/Head of Agency may task a Performance Management Group (PMG) consisting of senior officials that directly oversee and observe the performance of bureaus or delivery units to assist him/her in undertaking the forced ranking of delivery units and individuals.” Dr. Enrique G. Baking created the DHVTSU Performance Management Group headed by Engr. Rohel S. Serrano, Dr. Laura Miriam B. Buenviaje, Dr. Luis M. Lansang, and Mrs. Mirla C. Salonga as members. The Group adheres and ensures that all criteria and guidelines set forth in PBB have been complied with.

In accordance with MC 2015-01, Dated August 12, 2015, paragraph 7.0 Ranking of Delivery Units and Individuals provides the following:

7.1 Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

| Ranking | Performance Category |
|----------------|----------------------------------|
| Top 10% | Best Bureau/Office/Delivery Unit |

| Ranking | Performance Category |
|----------------|------------------------------------|
| Next 25% | Better Bureau/Office/Delivery Unit |
| Next 65% | Good Bureau/Office/Delivery Unit |

7.2 Agencies that meet at least 90% of each one of the FY 2015 targets of the Secretary/Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section 3.1, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

| Ranking | Performance Category |
|----------------|------------------------------------|
| Top 15% | Best Bureau/Office/Delivery Unit |
| Next 30% | Better Bureau/Office/Delivery Unit |
| Next 55% | Good Bureau/Office/Delivery Unit |

7.3 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.

7.4 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.

7.5 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Sections 7.1 and 7.2, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

| Ranking | Individual Performance Category |
|----------------|--|
| Top 20% | Best Performer |
| Next 35% | Better Performer |
| Next 45% | Good Performer |

For the better bureau, office or delivery unit:

| Ranking | Individual Performance Category |
|----------------|--|
| Top 15% | Best Performer |

Next 30% Better Performer
Next 55% Good Performer

For the good bureau, office or delivery unit:

Ranking Individual Performance Category

Top 10% Best Performer
Next 25% Better Performer
Next 65% Good Performer

- 7.6 Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.
- 7.7 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPES, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall **not** be eligible to the PBB.
- 7.8 The resulting ranking of offices/delivery units and the personnel therein shall be indicated in Form 1.0