

Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE

**GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2018
AND SYSTEM OF RANKING OF DELIVERY UNITS/INDIVIDUALS**

1.0 PURPOSE

The guidelines shall contain the criteria and conditions for granting the Performance-Based Bonus (PBB) and system of ranking of delivery units and individuals for FY 2018 under Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated May 28, 2018.

2.0 COVERAGE

2.1 All officials and employees of PTRI holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA

PTRI must satisfy the following conditions to be eligible for the grant of PBB.

3.1 **Good Governance Conditions:** Satisfy 100% of Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0.

3.2 **Performance Targets:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018.

To align government's performance with the priorities of the Duterte's Administration toward the efficient delivery of citizen-centric public services, the Institute has to streamline each processes, to achieve higher citizen/client satisfaction, and sustain fiscal discipline as detailed in Section 5.0.

3.3 **Performance Rating of Employees and CES positions.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees of PTRI. The rating of the performance of the Director shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

4.0 FY 2018 GOOD GOVERNANCE CONDITIONS (GGCs)

4.1 The PTRI sets the following GGCs for 1) heightened transparency, 2) stronger public accountability, and 3) more inclusive and people-centered public service;

a. Maintain/Update the PTRI Transparency Seal (TS) for 2018 pursuant to Section 99 of the General Provisions of the FY 2018 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page (<https://ptri.dost.gov.ph/transparency>) which shall include the following:

- a.1 PTRI's mandate, functions and names of PTRI officials with their position and designation, and contact information;
- a.2 Annual Financial Reports;(2014-2018 FAR No.1: SAAOBDB (Statement of Appropriations, Allotment, Obligations, Disbursements and Balances as of December 2018); 2014-2018 BAR No.1 – Annual Physical Report of Operations/Physical Plan
- a.3 DBM Approved Budget and Corresponding Targets;
- a.4 Major Projects, and Programs, Beneficiaries, and Status of Implementation;

- a.5 Annual Procurement Plan (FY 2018 APP-Non-CSE and CSE) Indicative FY 2019 APP Non-CSE and FY 2019 APP for Common-Supplies and Equipment (FY 2019 APP CSE). (See also Section 5.4.d and 5.4.e)
- a.6 Quality Management System (QMS) Certification to ISO 9001:2015 issued by TUV RHEILAND. (See also Section 5.3)
- a.7 System of Ranking Delivery Units. (See Section 7.5)
- a.8 The PTRI Review and Compliance Procedure of Statements and Financial Disclosures (See Section 5.5.a), and;
- a.9 The Final People's Freedom to Information (FOI) Manual signed by PTRI Director; PTRI Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry (See Section 5.5.b)
- b. **Post/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transaction from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items, status to be checked through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>. See IATF MC No. 2018-1, ANNEX 6 Guideline on PhilGEPS Posting (**Annex A**).
- c. **Maintain/Update the Citizen's or Service Charter or its equivalent**, reflecting the PTRI enhanced service standards for all its frontline services to citizens, businesses, and government agencies, consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No.9485) and the President's directive to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public, as reiterated in CSC Memorandum Circular No. 14 s-2016.

The Certificate of Compliance (CoC) shall be submitted on or before August 1, 2018 to the CSC's Office for Strategy Management through the AO 25 Secretariat for validation pursuant to CSC MC No. 14, s. 2017. The CSC validation shall be complemented with reports on feedback and complaints from citizens gathered by the OP, PMS, CSC and PCOO from the 8888 Hotline and the FOI portals to be prepared by assigned committees/section.

- 4.2 Non-compliance with any of the GGCs will render the entire PTRI ineligible for the PBB. Assessment of PTRI compliance with the GGC requirements shall be conducted by concerned government agencies starting October 1, 2018.
- 4.3 The chairperson of the PTRI Performance Management Team (PMT) shall monitor compliance of the GGCs a day before the deadline to ensure PBB eligibility.

5.0 FY 2018 PERFORMANCE TARGETS

With respect to the Physical Targets, the following requirements shall strengthen the performance of PTRI in efficiently providing public services.

- 5.1 **Streamlining and Process Improvement of the Agency's Critical Services** covering Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to Government (G2G) transactions as cited in the PTRI Citizen's/Service Charter. To promote the periodic measurement of PTRI performance in delivering said services it shall determine and report the following using IATF MC No. 2018-1, ANNEX 3A Modified Form A Department/Agency Performance Report (**Annex B**)
 - a. **Number of Steps.** For each critical service, PTRI shall report the number of steps necessary to complete the service/process.
 - b. **Transaction Costs.** These are the costs incurred by the transacting citizens/clients in securing services from PTRI. For purposes of FY 2018 PBB, these costs are categorized as follows:

Declarado

Ciano

guy

netter

purge

ABO

g

1. **Primary Transaction Costs/Fees.** These are the fees incurred by the transacting citizens/clients paid to PTRI in availing its critical services. These are the fees declared in the PTRI Citizen's/Service Charter.
 2. **Other Transaction Costs.** These are the other fees that transacting citizen/client has to pay in obtaining other services from PTRI outside its Citizen's/Service Charter
- c. **Number of Signatures.** PTRI shall declare the number of signatures required to complete each service/process, including the initials required.
 - d. **Number of Documents.** For each critical service, PTRI shall indicate the total number of documents necessary to complete the transaction cycle. The number of documents shall refer to the documents required from the transacting citizens/clients, and the documents that are used by PTRI in their internal processing until the completion/delivery of the critical service to the transacting citizens/clients.
 - e. **Turnaround Time.** For each critical service, PTRI shall estimate the turnaround time to complete the service/process. Turnaround time is the sum of the waiting and processing time. It starts from the moment the transacting citizen/client enters the queue or fills out a form, and the waiting time incurred until the service has been completed/delivered.

The information above shall serve as the baseline data for each service/process. PTRI should aim to achieve the following improvements for each of their critical services/processes:

- a. Reduction in the number of signatures to not more than three (3);
- b. Simplification of application forms or documentary requirements; and
- c. 50% reduction in the turnaround time and completion of the transaction within 15 days.

PTRI shall declare the delivery units responsible for the delivery and completion of each critical service. Its delivery unit should be declared in at least one (1) of the critical services, or other key processes performed by the PTRI. The details of the performance of delivery unit shall be reported using IATF MC No. 2018-1 ANNEX 3B Modified Form A1 (**Annex C**). The declaration of responsible delivery unit for each critical service or other key processes shall provide performance data as basis in the ranking of each delivery unit. (See also Section 5.7 and 7.1)

In the event the PTRI is unable to achieve the targets they set in this section, they shall provide justifications/explanations using the "Remarks" column. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

- 5.2 **Citizen/Client Satisfaction.** In order to determine the effectiveness of the streamlining and process improvements initiated by PTRI, the satisfaction level of the citizens/clients will be measured and reported. Thus, PTRI should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. PTRI shall report the results of the Citizen/Client Satisfaction Survey for each service.

The description of the methodology of the survey, and the PTRI improvement action plan for FY 2019 shall be submitted using IATF MC No. 2018-1, ANNEX 4 Citizen/Client Satisfaction Report (**Annex D**)

- 5.3 **STO Target.** Initial certification/Recertification of the QMS for at least one (1) core process or frontline service as mandated under its existing pertinent laws.

The PTRI ISO 9001:2015 QMS certificate granted by TUV Rheinland valid until September 2019 shall be posted in the PTRI TS page not later than December 31, 2018. A certified-true copy of the Certificate/s shall be submitted to the Government Quality Management Committee (GQMC), through the DBM Secretariat — Systems

Delunada

Sign

Sign

Sign

Sign

9

and Productivity Improvement Bureau, immediately after obtaining a QMS Certificate or Recertification not later than December 31, 2018, for verification purposes.

5.4 **GASS Targets.** The common GASS targets shall include the following:

a. **Budget Utilization Rate (BUR),** which shall consist of:

1. **Obligations BUR** computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2018 from all appropriation sources, including those released under the General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and
2. **Disbursements BUR** which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2018, net of goods and services obligated by December 31, 2018 but accounts payable and not yet due and demandable on the said date.

b. **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed in FY 2017 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2020.

c. **Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs)** Online Using the DBM's Unified Reporting System (URS) 15 days after end of each quarter, as provided in Section 95 of the FY 2018 GAA.

d. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting it in the PTRI TS.

- 1) **FY 2018 APP-non CSE** should have been submitted to the GPPB-TSO on January 31, 2018 per Section 7.3.5 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184. The same should be posted on the PTRI TS page on not later than one month after the issuance of this Circular.
- 2) To support Early Procurement, the **Indicative FY 2019 APP-non CSE consistent with the FY 2019 National Expenditure Program (NEP)** should be posted on the PTRI TS page not later than August 31, 2018.

The APP non-CSE submissions must indicate: "APP for CY <Year> of <Complete Name of Head Office / Agency><Regions _to_ if applicable> for PBB" in the subject line. The list of agencies complying with the APP submission requirement shall be posted in the GPPB website (<http://www.gppb.gov.ph>).

e. **Submission of FY 2019 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2019 APP-CSE)** to the DBM-Procurement Service on or before August 31, 2018 in the prescribed format by DBM-PS. The same should be posted in the PTRI TS page not later than August 31, 2018.

f. **Undertaking of Early Procurement for at least 50% of the value of goods and services based on PTRI budget submitted to the Congress consistent with the NEP.** In transitioning towards annual cash-based budgeting, PTRI should subject at least 50% of the volume of their goods and services

Handwritten signatures and initials:
- A large signature on the left.
- "Diana" and "Joni" in the center.
- A signature on the right.
- "PS" and "ja" at the bottom right.

g. **Submission of results of FY 2017 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on or before August 31, 2018. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>. Submit either in electronic (Excel) format through apcpi@gppb.gov.ph indicating: "2017 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB" in the subject line; or printed (signed) copies hand carried/mailed through the GPPB-TSO front desk. The list of agencies complying with the APCPI requirement shall be posted in the GPPB website (<http://www.gppb.gov.ph>).

a. **Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 1500088. PTRI shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

b. **Comply with the Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). PTRI should comply to the following FOI requirements within the set deadline:

- PTRI should submit the accomplished FOI Reports strictly in Excel format (.xls) based on templates provided in this link: www.bit.ly/2018FOIReports. Submissions not compliant to the file format and templates will not be considered. PTRI is required to send the soft copy submissions to foipco@gmail.com. Policy issuances and memoranda can be accessed in this link: www.foi.gov.ph/resources.

- 5.6 In case PTRI is not able to meet any of the above performance targets, the Director should submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the Institute. Acceptance of justifications/explanations shall be subject to the recommendation of validating agencies.
- 5.7 To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, PTRI should also declare critical services provided to internal units/employees performed by the latter delivery units. Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, and internal units/employees. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. PTRI shall also report applicable baseline information enumerated in Section 5.1 and 5.2.

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1 The Director is eligible, only if PTRI is eligible. If eligible, the PBB rate for FY 2018 shall be equivalent to 65% of the monthly basic salary as of December 31, 2018. The Director shall not be included in the Form 1 – Report on Ranking of Delivery Units.
- 6.2 Employees belonging to First, Second and Third Levels should receive a rating of at least "Satisfactory" based on PTRI's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

The equivalent individual ratings are as follows:

Individual Rating	PTRI SPMS Rating	Adjectival Rating
4.50 – 5.00	5	Outstanding
3.50 – 4.49	4	Very Satisfactory
2.50 – 3.49	3	Satisfactory
1.50 – 2.49	2	Unsatisfactory
<1.50	1	Poor

- 6.3 Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 6.4 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.6.
- 6.5 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 6.6 An official or employee who rendered less than nine (9) months but with a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Alcalde

Chairman
9 signs

Mayor

PSD

g

LENGTH OF SERVICES	% OF PBB
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 and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
- 6.7 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
 - 6.8 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.
 - 6.9 Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.
 - 6.10 Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
 - 6.11 Officials and employees who failed to submit their complete SPMS Forms (two IPCRs, if applicable) shall not be entitled to the FY 2018 PBB.
 - 6.12 The Director should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to CSC, liquidated their FY 2018 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
 - 6.13 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the PTRI's system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the PTRI fails to comply with any of these requirements.

7.0 RANKING OF DELIVERY UNITS

- 7.1 PTRI and corresponding delivery units that meet the criteria & conditions in *Section 3.0* are eligible to the FY 2018 PBB. PTRI delivery units eligible to the PBB shall be forced ranked according to the following:

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Units

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of delivery units shall be indicated in IATF MC No. 2018-1 ANNEX 7: Form 1 Report on Ranking of Delivery Units (**Annex E**).

7.2 The delivery units of PTRI are as follows:

a. One delivery unit each will be categorized as Best and Better and the rest as Good Delivery Units.

7.2.1 Office of the Director

7.2.2 Finance and Administrative Division

7.2.3 Research and Development Division

7.2.4 Technical Services Division

7.3 Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in *Section 6.0*. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1. (See *Annex E*)

7.4 To recognize high performance of government employees in relation to the achievement of PTRI targets and requirements for the grant of the FY 2018 PBB, The Institute shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1 (See *Annex E*).

7.5 To heighten transparency among delivery units and employees, PTRI shall cascade to their employees the guidelines/mechanics in ranking delivery units for the grant of the FY 2018 PBB. PTRI shall prepare the System of Agency Ranking Delivery Units for FY 2018 PBB using IATF MC No. 2018-1 ANNEX 8 Guidelines/Mechanics in Ranking Delivery Units (**Annex F**). The duly completed and signed PTRI guidelines in ranking delivery units shall be posted on the PTRI TS page on or before October 1, 2018.

8.0 RATES OF THE PBB

8.1 The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

9.0 SUBMISSION OF REPORTS

9.1 PTRI should submit FY 2018 accomplishments using the IATF MC No. 2018-1 ANNEX 3A Modified Form A, ANNEX 3B Modified Form A1, ANNEX 4 Citizen/Client Satisfaction Report, ANNEX 7 Form 1 and the PBB Evaluation Matrix **Annex G**. PTRI should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Modified Form A-Department/Agency Performance Report, Modified Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1 and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for

Handwritten signatures and initials:
 [Signature] [Signature] [Signature] [Signature] [Signature]

review/evaluation. **(Annexes B, C, D, E, F, G, respectively)**. All forms and reports should be signed by the Director or the duly designated official.

9.2 Submission of PTRI physical accomplishments and other requirements will be until February 28, 2019 following the review schedule of the IATF under MC 2017-4, dated December 21, 2017. PTRI shall ensure that all explanations and justifications are already attached to their submission.

9.3 The COA Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report/Management Letter and submit a report thereon, to the concerned Supervising Auditor (SA).

9.4 The AO 25 IATF sets the following implementation timeline for the FY 2018 PBB.

REQUIREMENTS	RESPONSIBLE DIVISION/SECTION/UNIT	DEADLINE OF SUBMISSION TO THE DIRECTOR	VALIDATING AGENCY	DEADLINE OF SUBMISSION TO VALIDATING AGENCY	START OF VALIDATION
Physical Targets					
Operations					
1. Streamlining and Process Improvement of Agency Services - Modified Form A - Modified Form A-1	All process owners Division/Section/Unit Heads PBB Focal Person	August 31, 2018 (Targets) December 31, 2018 (Actual Accomplishment)	Composite Team from AO 25 IATF agencies	February 28, 2019	March 1, 2019
2. Citizen/Client Satisfaction • Annual Report	TIPS (Plant Tour & Training), TSD (Testing & Processing), RDD (Processing) QMR FAD	January 15, 2019	Composite Team from AO 25 IATF agencies	February 28, 2019	March 1, 2019
Support to Operations (STO)					
1. QMS Certification • Post QMS Certification in TS page • Submit certified true copy of QMS certificate to GQMC through DBM-SPIB •	PICTS QMR	January 31, 2018 August 15, 2018	GQMC	December 31, 2018	From January 1 to 31, 2019
General Administration and Support Services (GASS)					
1. BUR (Obligations/Allotment & Disbursement/Obligations) • First Quarter • Second Quarter • Third Quarter • Annual	Accounting BTS PICTS	April 5, 2018 July 5, 2018 October 5, 2018 January 5, 2019	DBM-BMBs Concerned DBM Regional Offices and DBM-BMB-F	February 28, 2019	March 1, 2019
2. Sustained Compliance with Audit Findings • Fully implement 30% of the prior year's recommendations •	Accounting	November 2018	COA	December 31, 2018	December 31, 2018
3. Submission of BFARs online through the URS • First Quarter • Second Quarter • Third Quarter • Annual	Accounting BTS PICTS	April 5, 2018 July 5, 2018 October 5, 2018 January 5, 2019	DBM and COA	April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019	April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019
4. COA Financial Reports	Accounting	March 15, 2018	COA	March 30, 2018	March 30, 2018
5. Procurement Documents • FY 2018 APP-non CSE • Indicative FY 2019 APP-non CSE • FY 2019 APP-CSE • Undertaking of Early Procurement for at least 50% of goods and services • Results of FY 2017 APCPI System	PPGSS PICTS End-user	January 16, 2018 July 30, 2018 August 15, 2018 December 15, 2018 January 16, 2018 / July 25, 2018 (Posting)	GPPB-TSO DBM-PS GPPB-TSO GPPB-TSO GPPB-TSO	January 31, 2018 August 31, 2018 August 31, 2018 January 31, 2019 August 31, 2018	One (1) month after the issuance of resolution August 31, 2018 August 31, 2018 January 31, 2019 August 31, 2018

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

	(TS-GAA 2018) • DBM Approved budget and corresponding targets for FY 218 • Major projects, programs and activities beneficiaries and status of implementation for FY 2018	PICTS	July 23, 2018 July 23, 2018			
2.	PhilGEPS Posting (transactions above P1,000,000 and with December 31, 2018 as cut-off), including the Early Procurement of FY 2019 Non-CSE items.	PPGSS BAC Chairperson	November 30, 2018	PhilGEPS	January 31, 2019	February 1, 2019
3.	Citizen's/Service Charter Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s. 2017	Chief FAD PICTS	July 23, 2018	CSC	August 1, 2018	August 1, 2018
Other cross-cutting requirements						
1.	Submission of SALN of employees	HRRMS	April 26, 2018	CSC	April 30, 2018	April 30, 2018
2.	PTRI Review and Compliance Procedure of SALN	HRRMS PICTS	April 26, 2018	CSC	October 1, 2018	October 1, 2018
3.	FOI Compliance • People's FOI Manual • Agency Information Inventory • 2017 and 2018 FOI Summary Report • 2017 and 2018 FOI Registry • Screenshot of agency's home page	FOI Point Person (Chief FAD) FOI Secretariat PICTS	January 31, 2018 August 15, 2018 December 31, 2018 December 31, 2018 August 15, 2018	PCOO	September 30, 2018 September 30, 2018 January 31, 2019 January 31, 2019 September 30, 2018	September 30, 2018 September 30, 2018 January 31, 2019 January 31, 2019 September 30, 2018
4.	Posting of PTRI System Ranking Delivery Units	PMT PICTS	August 30, 2018	DAP	October 1, 2018	October 1, 2018
5.	Submission of PTRI Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	PMT HRRMS PICTS	January 31, 2019	DBM-BMBs	February 28, 2019	March 1, 2019

10. EFFECTS OF NON-COMPLIANCE

- 10.1 For FY 2018, PTRI if unable to comply with all the Good Governance Conditions shall be considered ineligible for the FY 2018 PBB.
- 10.2 PTRI if unable to comply with Performance Targets shall be considered ineligible for the FY 2018 PBB.
- 10.3 Prohibited Acts: If PTRI shall commit the following prohibited acts, it shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:
- Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of this Circular MC-1 2018; and
 - Evenly distributing PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of delivery units.

11.0 FEEDBACK AND CHANGE MANAGEMENT

- 11.1 PTRI Director with the support of the Performance Management Team (PMT) should enhance the implementation of their internal communications strategy on Performance-Based Incentive System (PBIS), and fulfill the following:
- Engage the employees in understanding the PBIS, the performance targets of their respective divisions/sections/units, as well as the services and outputs that they will need to deliver in order to meet these targets.

Handwritten signatures and initials:
 - A large signature on the left.
 - "diana" with a checkmark.
 - "giving" with a checkmark.
 - "man" with a checkmark.
 - "pang" with a checkmark.
 - "BO" with a checkmark.
 - "jk" on the far right.

- b. Disseminate the performance targets and accomplishments of their divisions/sections/units to their employees through the intranet and PTRI website.
- c. Planning and Information & Communication Technology Staff (PICTS) shall respond to queries and comments on the targets and accomplishments of their divisions/sections/units. The Help Desk may be a facility that is embedded in the PTRI website (<http://www.ptri.dost.gov.ph/helpdesk>)
- d. PMT shall respond to the PBIS-related issues and concerns raised by officials and employees of PTRI.

11.2 The Director shall designate the Chief, FAD as PBB Focal Person and Spokesperson.

12.0 INFORMATION AND COMMUNICATION

12.1 The Director shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the PTRI PBB Focal/Spokesperson.

12.2 PTRI shall conduct general assembly to orient employees on the implementation of the FY 2018 PBB Guidelines.

12.3 PTRI shall maintain the following communication channels:

- a. PTRI Bulletin Board
- b. PTRI Help Desk (<http://www.ptri.dost.gov.ph/helpdesk>)
- c. PTRI Email: ptri@ptri.dost.gov.ph / ptridost47@gmail.com
- d. PTRI Facebook: (<http://www.facebook.com/ptridost>)
- e. PBB Focal Person Email : citapulgo@ptri.dost.gov.ph / cztapulgo@yahoo.com

13.0 EFFECTIVITY

This Guideline shall take effect immediately.

Performance Management Team:



CORAZON I. TAPULGO
 Chief, FAD & Chairperson


REMEDIOS O. NOGUERA
 AO V, BTS, Member


JEANNIE LYNN C. PEREZ
 Sr. SRS, RDD, Member


BOBBY E. AGANG
 President, PTRIEA, Member


MAY S. RICO
 Chief, TSD, Member


MARNIE B. DONES
 PO III, PICTS, Member


ELEONOR V. DAYAWON
 AO V, HRRMS, Member

Approved by:


CELIA B. ELUMBA
 Director IV

ANNEX 6 GUIDELINE ON PHILGEPS POSTING

Maintain/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items. Certificate of compliance to PhilGEPS is no longer necessary.

Agencies should track their status through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>.

Departments/agencies should ensure that the status of notices in the PhilGEPS system for all transactions for the period November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items, is **updated on or before January 31, 2019**. *Failed or cancelled bid status should still be updated in PhilGEPS.*

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions above one million (P1,000,000) in the PhilGEPS due to factors that are outside the control of the agency, the agency should submit a letter to or inform PhilGEPS and submit a letter of explanation addressed to the AO25 IATF on or before January 31, 2019. Acceptance of explanation/justification shall be subject to the recommendation of PhilGEPS.

See the required actions for each status of Notice in PhilGEPS.

Status of Notice in PhilGEPS	Status of Award in PhilGEPS	Required Action
Closed / Closed – Pending Opening	Null	Identify specific bid result and explain the status of each line item The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Closed / Closed – Pending Opening	Posted	Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Awarded	Null	Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .
Awarded	Posted	Post the Notice to Proceed and Approved Contract in PhilGEPS. In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph .

If departments/agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to ap25secretariat@gap.edu.ph. Kindly follow the format below:

(Department/Agency's Letterhead)

The justification/s being issued in response to the non-compliance of posting of the following items on the PhilGEPS website:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Remarks / Explanation

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2018 at (City/Municipality), Philippines.

Signed by:

Noted by:

BAC Chair

Head of Procuring Entity

Date:

Date:

[Handwritten signatures and initials in blue ink]

ANNEX 3A:
MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT

DEPARTMENT/AGENCY:

I. Streamlining and Process Improvement of the Agency's Critical Services																
NAME OF SERVICES* (1)	NUMBER OF STEPS (2)		TRANSACTION COSTS INCURRED BY THE TRANSACTING PUBLIC/CLIENT				SUBSTANTIVE COMPLIANCE COST (5)		NUMBER OF SIGNATURES (6)		NUMBER OF REQUIRED DOCUMENTS (7)		TURNAROUND TIME (8)		CLIENT/CITIZEN SATISFACTION RESULTS (9)	
			FEES PAID (3)		OTHER TRANSACTION FEES (4)											
	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT
Frontline Services																
Name of Service 1	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 2	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 3	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Non-Frontline Services																
Name of Service 1	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 2	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 3	reduction of number of steps		reduction of fees paid		reduction of other transaction fees paid		reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	

* Departments/Agencies may add rows as needed.

Prepared by:

Name of Officer / Designation

Date

Approved by:

Department Secretary/Agency Head

Date

MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT (PAGE 2)

II. SUPPORT TO OPERATIONS (STO)

- Posting of certification on TS Page Date posted on TS Page: _____
- Submission of ISO QMS certification Date submitted to SPIB: _____

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2017 Accomplishment	FY 2018 Accomplishment	Remarks
• Obligations BUR			
• Disbursement BUR			

B. Sustained Compliance with Audit Findings

TOTAL NUMBER AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION

C. Compliance with Quarterly Submission of Financial Reports

- Quarterly BFARs
 - ✓ 1st Quarter BFAR Date posted in online URS: _____
 - ✓ 2nd Quarter BFAR Date posted in online URS: _____
 - ✓ 3rd Quarter BFAR Date posted in online URS: _____
 - ✓ 4th Quarter BFAR Date posted in online URS: _____
- COA Financial Reports Date submitted to COA: _____

D. Compliance with Procurement Requirements

- FY 2018 APP-non CSE Date posted on TS Page: _____
- Indicative FY 2019 APP-non CSE Date posted on TS Page: _____
- FY 2019 APP-CSE Date submitted to DBM-PS: _____
- Results of FY 2017 APCPI System Date posted on TS Page: _____
- Date submitted to GPPB-TSO: _____

IV. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal

Date updated TS with all requirements: _____

B. Post/Update PhilGEPS Postings

Date updated PhilGEPS postings: _____

If UNABLE to post or update the BAC Resolution, Notices of Award/Bid Results, Actual Approved/ Awarded Contracts and/or Notices to Proceed/Purchase Orders for transactions above one million (PHP 1,000,000), submit a letter of explanation to AO 25 Secretariat (See Annex 6)

Date submitted the explanation/s: _____

C. Maintain/Update the Citizen's or Service Charter or its equivalent

- Submission of ARTA CoC Date submitted to AO 25 Secretariat: _____
- If with deficiency/ies, submit ARTA CoC After Validation Date submitted to CSC: _____

V. Other cross-cutting requirements

A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN

Date posted on TS page: _____

B. Compliance with FOI Program

- People's FOI Manual Date emailed to PCOO: _____
Date posted on TS Page: _____
- Agency Information Inventory Date emailed to PCOO: _____
Date posted on TS Page: _____
- 2017 and 2018 FOI Summary Report Date emailed to PCOO: _____
Date posted on TS Page: _____
- 2017 and 2018 FOI Registry Date emailed to PCOO: _____
Date posted on TS Page: _____
- Screenshot of agency's home page Date emailed to PCOO: _____

C. Agency's System of Ranking Delivery Units

Date posted on TS page: _____

Prepared by : _____
Name of Officer / Designation / DateApproved by : _____
Department Secretary/Agency Head / Date

[Handwritten signatures and initials]

**GUIDELINE ON ACCOMPLISHING THE
FORM A-MODIFIED DEPARTMENT/AGENCY PERFORMANCE REPORT**

I. Streamlining and Process Improvement of the Agency's Critical Service

1. Indicate the name of the frontline / non-frontline service.
2. Indicate the target and actual improvement in the Number of Steps for each service.
3. Indicate the target and actual improvement in the Fees Paid for each service.
4. Indicate the target and actual improvement in the Other Transaction Fees for each service.
5. Indicate the target and actual improvement in the Substantive Compliance Cost for each service.
6. Indicate the actual improvement in the Number of Signatures for each service.
7. Indicate the target and actual improvement in the Number of Required Documents for each service.
8. Indicate the target and actual improvement in the Turnaround Time for each service.
9. Indicate the target and actual improvement in the Citizen/Client Satisfaction Results for each service.

II. Support to Operations (STO). Indicate the required dates for the ISO QMS requirement.

III. General Administration and Support Services (GASS).

1. Indicate the FY 2017 and FY 2018 Accomplishments for the BUR.
2. Indicate the results of agency's compliance with COA audit findings.
3. Indicate the required dates for the Quarterly BFARs and COA Financial Reports.
4. Indicate the required dates for the compliance with the each Procurement Requirements.

IV. Good Governance Conditions

1. Indicate the date when all requirements for TS were complied with.
2. Indicate the most recent date when PhilGEPS postings were updated.
3. Indicate the required dates for compliance with Citizen's/Service Charter requirement.

V. Other Cross-Cutting Requirements

4. Indicate the date when the Review and Compliance Procedure was posted in the TS page.
5. Indicate the required dates for the compliance with FOI program.
6. Indicate the date when the Agency's System of Ranking Delivery Units was posted in the TS page.

[Handwritten signatures and initials in blue ink]

ANNEX 3B:
MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

ANNEX "C"

(1) Name of Department/Agency: _____

(2) Name of Service: _____

(3) Responsible Delivery Units / Processing Units: _____

Criteria	Current Status (4)	Target Improvement (5)	Actual Improvement (6)	Remarks (7)
1. Number of Steps		___% reduction of number of steps		
2. Transaction Costs incurred by the transacting public/client				
• Fees Paid		___% reduction of fees paid		
• Other Transaction Fees		___% reduction of other transaction fees paid		
3. Substantive Compliance Cost		___% reduction of substantive compliance cost		
4. Number of Signatures		Reduce to three (3) signatures		
5. Number of Required Documents		Reduction of required documents, OR simplification of forms		
6. Turnaround Time		50% reduction of turnaround time, and complete the transaction within 15 days		
7. Client/Citizen Satisfaction Results		Citizen/Client Satisfaction Rating		

*Departments/Agencies may reproduce this sheet for each critical service as needed.

Prepared by : _____

Approved by : _____

Name of Officer / Designation / Date

Department Secretary/Agency Head / Date

[Handwritten signatures and initials in blue ink]

**GUIDELINE ON ACCOMPLISHING THE
MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT**

1. Indicate the name of the department/agency.
2. Indicate the name of the frontline / non-frontline service. This form is used to present each of the critical services. Departments/Agencies shall reproduce this form based on the number of critical services that the department/agency provides.
3. Indicate the bureaus/offices/delivery units/processing units responsible in the processing, delivery and completion of the critical service.
4. Indicate the current status/baseline information of each applicable criteria for every critical service, as follows:
 - a. **Number of Steps** - required number of steps to complete the critical service.
 - b. **Transaction Cost**
 - **Fees Paid** - costs incurred by citizen/client paid to government in availing the critical service.
 - **Other Transaction Fees** - other costs paid in obtaining supporting information from another agency to secure required primary information.
 - c. **Substantive Compliance Cost** – costs to target group for complying with a regulation.
 - d. **Number of Signatures** – required number of signatures to complete each service/process, including initials
 - e. **Number of Required Documents** – total number of required documents to complete the service
 - f. **Turnaround Time** – total time required, including the waiting and processing time, to complete the critical service.
5. Indicate the percentage of target improvement for the number of steps, fees paid, other transaction fees, and substantive compliance cost.
6. Indicate the actual improvement achieved by the department/agency in each criteria of the critical service.
7. In the event that the department/agency is unable to achieve target/s, departments/agencies shall provide justifications/explanations using the Remarks. The acceptance of explanation/s shall be subject to the review and recommendation of the validating agency.

ANNEX 4 CITIZEN/CLIENT SATISFACTION REPORT

1. All departments/agencies should measure and report the satisfaction level of citizens/clients that they served. Measuring the satisfaction level of citizens/clients shall generate verifiable data and tangible evidences that can help departments/agencies determine their effectiveness in relating with citizens/clients. These data should guide departments/agencies in identifying approaches on continuously refining their processes.
2. There are different ways to measure citizen/client satisfaction. To enable agencies adopt a measurement technique that fits the nature of their critical services, the AO 25 IATF prescribes no standard method in measuring satisfaction. This guide shall serve as reference in identifying a minimum standard, some elements and practices in conducting and reporting citizen/client satisfaction.
3. Measurement approach should have the following basic properties:
 - a. **The method should be valid.** It should exhibit a clear and measurable goal. It should be particularly crafted to gather data that shall be analyzed, interpreted and reported.
 - b. **The method should be replicable.** It should allow repeatability. The measurement should generate results that can be tracked over time. The questions should be crafted in manner that they can be repeated, and yield results that can be compared to baseline data.
 - c. **The method should have a specific timeline of measurement.** For purposes of the FY 2018 PBB, departments/agencies can set their own timeline within 2018 to implement improvement. The measurement should coincide with the department's/agency's roll out of their process improvement.
4. Since there are different critical services provided by departments/agencies, the AO 25 IATF prescribes no specific sample size. However, departments/agencies shall ensure that respondents are the citizens/clients who availed the critical service.
5. Results should reflect satisfaction ratings of citizens/clients who availed the critical services.
6. All departments/agencies should report the results of the measurement using template below. Agencies should clearly define the scope and period covered of the satisfaction measurement; describe the methodology; results of measurement and interpretation of data; and agency improvement plan for 2019 toward improving citizen/client satisfaction.

< Department/Agency's Name and Letterhead >

CITIZEN/CLIENT SATISFACTION REPORT

- I. Description of the Citizen/Client Satisfaction Survey
- II. Improvement Action Plan for FY 2019

Prepared by _____
Name of Officer / Designation / Date

Approved by : _____
Department Secretary/Agency Head / Date

ai
9
prof
PB

Page 2 of 2
Annex 4

Quenah

Signy /m

ANNEX 7
Form 1 REPORT ON RANKING OF OFFICES/DELIVERY UNITS

ANNEX "E"

Department/Agency _____

I. SUMMARY OF INFORMATION REQUIRED

1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of December 31, 2018 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

[Handwritten signatures and initials in blue ink]

II. REPORT ON RANKING OF OFFICES/DELIVERY UNITS





Department/Agency: _____

Details for Head of Agency				
Name	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2018	Amount of PBB

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees				
			Names of Employee	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2018	Amount of PBB
2.1 Best (10%)	Delivery Unit 1						
	Delivery Unit 2						
TOTAL BEST							
2.2 Better (25%)	Delivery Unit 1						

Handwritten signatures and initials:
 Cig
 [Signature]
 [Signature]
 [Signature]

	Delivery Unit 2						
			TOTAL BETTER				
Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees				
			Names of Employee	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2018	Amount of PBB
2.3 Good (65%)	Delivery Unit 1						
	Delivery Unit 2						
			TOTAL GOOD				
2.4 Did not meet Targets (No PBB)	Delivery Unit 1						
	Delivery Unit 2						
			TOTAL POOR				

2.5 Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.7 Did not submit SPMS Forms	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					

Head of HR

Date:

Department Agency Head

Date:

Cig
paghi
delmads *paghi* *delmads* *paghi*

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)*

Department/Agency _____

(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)

Head of HR

Date:

Department Agency Head

Date:

*Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2018.

Handwritten signatures and initials in blue ink, including "Cig", "Mj", "B", and "me".

PTRI PBB EVALUATION MATRIX

ANNEX "G"

FINANCE AND ADMINISTRATIVE DIVISION						RESEARCH AND DEVELOPMENT DIVISION						TECHNICAL SERVICES DIVISION						OFFICE OF THE DIRECTOR					
	1st	2nd	Average			Name of Employee	1st	2nd	Average			Name of Employee	1st	2nd	Average			Name of Employee	1st	2nd	Average		
	Sem	Sem	Employee	Section	Division		Sem	Sem	Employee	Section	Division		Sem	Sem	Employee	Section	Division		Sem	Sem	Employee	Section	Division
Tapulgo, Corazon I						Elumba, Celia						Rico, May S						Elumba, Celia B.					
HRRMS						CDABUS						Chem. Lab						PICTS					
Dayawon, Eleonor						Leaño, Julius Jr. L.						Pataco, Lolita L.						Dones, Marnie					
Pando, Carmencita						Manalang, Evangeline Flor P.						Forcadela, Marilou						Caras, Jeremias					
Apuyan, Richard G.						Payag, Zailia						Uldo, Donna						Agang, Bobby					
Jabson, Reinzie Joyce						Fenoy, Rudy C.						Galapon, Shyne						Roa, Mae F.					
Maringas, Emelita						Andrade, Cristina						Avenido, Charles Laxamana											
Giron, Virginia						Barnon, Lucila																	
						Manuel, Joanna Tess M.																	
Accounting Section						Loyola, Cornelio Jr. V.						Physical Lab.						TIPS					
Rosal, Jouse C.						Bilo, Josaneile Angela V.						Rafois, Rocelia A.						Villar, Norty					
Mangunay, Milet						Viron, Kimberly P.						Cometa, Romeo Jr.						Cyd Francis D. Recidoro					
Masa, Mary Anne						Canonce, Teresa						Ablan, Eugenia A.						Uldo, Angelito					
De la Cruz, Rosalie												Cuevas, Marc Lester						Shirley Marie S. Bernardo					
Villavicencio, Gerinda						NFUS						Evangelista, Cyra Bea						Mariano, Johnny					
						Perez, Jeannie Lynn						Flores, Merlita											
BTS						Casero, Roberto						Mechanical Processing						OD					
Noguera, Remedios						Caya, Jenneli						Lavin, Daniel						Elumba, Celia B.					
Odi, Merlita						Celzo, Rosalie						Listano, Henry						Verzosa, Erlidona					
Saillas, Margery						Marin, Eduardo						Garitos, Josefa						Lacanale, Heidi					
						Pechera, Ronald						Marquez, Ricardo											
PPGSS						Bordallo, Agustin, Jr.						Guab, Ramiro											
Agustin, Marilou						Baldon, Delia						Lacsamana, Melody Y											
Catindig, Jonathan						Dangaran, Ernesto, Jr.																	
Malahito, Raynor						Valentino, Eduardo						Chem. Processing											
Masilungan, Pacito						Yap, Lucena						Montalvo, Adela											
Ramil, Alvin												Sipin, Thelma											
Sabillo, Juanita						TC-MO (NFUS)						Ablan, Eugenia A.											
Tanhueco, Numeriano						Lopez, Cheryl						Lososo, Von M											
						Salon, Vincent Michael						Saguisag, Noel											
						Ompoy, Serenita						Vallente, Ronelo											
						Liguan, Ronnie																	
Total No. of Employees																							

Overall Section/Unit rating is the average rating of Section/Unit head plus average of the staff.
Overall rating of Division Chief is the average rating of (Division Chief plus average of sections)
Employee/s with only one rating period not included in the average of the section

PTRI PERFORMANCE MANAGEMENT TEAM

Members:

CORAZON I. TAPULGO
Chairperson

MAY S. RICO
Chief TSD

MARNIE B. DONES
Planning Officer III/Head, PICTS

REMEDIOS O. NOGUERA
AOV/Head, BTS

ELEONOR V. DAYAWON
AOV/Head, HRRMS

BOBBY E. AGANG
President, PTRI EA

Handwritten signatures and initials at the bottom right of the page.