

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2015
AND SYSTEM OF RANKING 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 delivery units and individuals for FY 2015 in compliance to Inter-Agency Task Force (IATF) Memorandum Circular No. 2015-1 dated August 12, 2015.

2.0 COVERAGE

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

3.0 ELIGIBILITY CRITERIA

The eligibility of PTRI is no longer dependent on the eligibility of the entire Department of Science and Technology (DOST) (Section 7.6 IATF MC 2015-1).

3.1 Eligibility Criteria for PTRI

The PTRI must satisfy **ALL** of the following criteria/conditions:

- 3.1.1 Achieve at least 90% of each of the physical targets as indicated in Annex A (Form A) and Annex B (Form A-1):
 - Major Final Outputs (MFO)
 - Support to Operations (STO)
 - General Administration and Support Services (GASS)
- 3.1.2 Satisfy 100% of good governance conditions:
 - Certificate of Compliance for:
 - Agency Transparency Seal
 - PhilGEPS Posting
 - Citizen's Charter
 - SALN Submission
 - Report on Ageing of Cash Advance
- 3.1.3 Posting of Agency Transparency Seal in PTRI website
 - Quality Management Certificate from an international certifying body
 - System of ranking delivery units and individuals
- 3.1.4 Use of Civil Service Commission (CSC) approved PTRI Strategic Performance Management System (SPMS) in rating and ranking First and Second Level employees
- 3.1.5 Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators System (APCPI) per GPPB Resolution 10-2012
- 3.1.6 Submission of 2015 Annual Procurement Plan (APP) based on GAA budget to Department of Budget and Management (DBM) and Government Procurement Policy Board (GPPB) – Technical Support Office (TSO).

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3.2 Eligibility of Delivery Units (*RDD, TSD, FAD and OD*)

3.2.1 Achieve 90% of each one of the approved performance targets for the delivery of MFOs and STO indicators/targets identified in Annex A and Annex B (*RDD, TSD, FAD, OD-TIPS & OD-PICTS*)

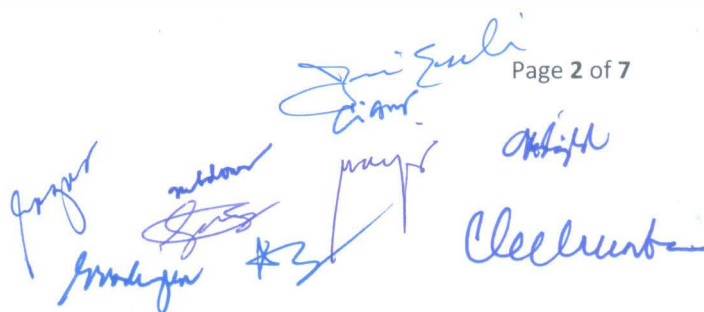
3.2.2 Achieve 90% of all GASS indicators:

- a. Compliance to Public Financial Management (PFM) requirements:
- Budget and Financial Accountability Reports (BFAR)
 - DBM BAR No. 1 Quarterly Physical Report of Operation (*OD-PICTS*)
 - DBM FAR No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (*FAD-BTS & FAD-Accounting*)
 - DBM FAR No.1-A Statement of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (*FAD-BTS & FAD-Accounting*)
 - DBM BAR No. 3 Ageing of Due and Demandable Obligations (*FAD-Accounting*)
 - DBM FAR No. 4 Monthly Report of Disbursements (*FAD-Accounting*)
 - DBM FAR No. 5 Quarterly Report of Revenue and Other Receipts (*FAD-Accounting*)
 - Report on Ageing of Cash Advances (*FAD-Accounting*)
 - Financial Reports (*FAD-Accounting*)
 - 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
- b. Budget Utilization Rate (BUR) consists of:
- Obligations BUR computed as obligations against allotments issued for FY 2015; (*RDD, TSD, FAD, OD*)
 - Disbursement BUR which is measured by the ratio of total disbursement, excluding Personnel Services to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015. (*FAD-BTS & FAD-Accounting*)

3.2.3 Satisfy 100% of the good governance conditions:

Good Governance Certification

- Certification No. 1: Transparency Seal (*OD, FAD, OD-PICTS, FAD-Accounting, FAD-BTS, RDD, TSD and OD-TIPS*)
- Certification No. 2: PhilGEPS Posting (*FAD-PPGSS, OD-PICTS, PTRI-BAC & OD*)
- Certification No. 3: Anti-Red Tape Act (ARTA) (*FAD, Citizen's Charter Committee (CCC) & OD*)
- Certification No. 4: Report on Ageing of Cash Advances (*FAD-Accounting and PTRI-SDOs*)
- Certification No. 5: Statement of Assets, Liabilities and Networth (SALN) Submission (*PTRI Employees, SALN Review and Compliance Com. & OD*)



3.2.4 Posting of Agency Transparency Seal in PTRI Website (*OD-PICTS*)

Agency transparency seal should be accessible and contain the following:

- Agency mandate, vision, mission and list of officials (*OD-PICTS*)
- Quarterly and Annual Financial Reports FY 2013-2015 (Refer to 3.2.2a) (*FAD-Accounting & FAD-BTS*)
- DBM-Approved Budget and Targets for FY 2015 (*OD-PICTS*)
- Programs, Projects and Activities, Beneficiaries and Status of Implementation for FY 2015 (*OD-PICTS, RDD, TSD, & OD-TIPS*)
- Annual Procurement Plan for FY 2015 (*FAD-PPGSS & All Divisions/Units*)

3.2.5 Posting of ₱ 50,000 and above purchases in PhilGEPS and PTRI Website (*FAD-PPGSS & OD-PICTS*)

- Request for Quotation (RFQ) for PhilGEPS posting only
- Invitation to Bid (ITB); (*PTRI-BAC*)
- Notice of Award;
- Notice to Proceed;
- Contract/Purchase Order

3.2.6 Posting of Citizen's Charter/ARTA (*CCC*)

- PTRI Website (*OD-PICTS*)
- PTRI Lobby (*CCC*)

3.2.7 Posting of PTRI's System of Ranking Delivery Units and Individuals (*PTRI-PMT*)

3.2.8 Submission of 2014 Agency Procurement Compliance and Performance Indicators System (APCPI) (*PTRI-BAC & PPGSS*)

3.2.9 Submission of scanned copy of Annual Procurement Plan to GPPB-TSO and hard copy to DBM-PS (*FAD-PPGSS, RDD, TSD, OD-PICTS*)

Refer to Annex C PBB Requirements and Timelines

3.3 Eligibility of the Agency Head

3.3.1 Very Satisfactory rating for head of the agency based on CESPES rating

3.3.2 If eligible, the PBB rate shall be fixed at P35,000.00

3.4 Eligibility of Individuals

3.4.1 Employees belonging to the First and Second Levels should receive an average rating of at least "Satisfactory" for the last two rating periods based on the CSC-approved PTRI SPMS.

The individual ratings are as follows:

Score Range	Numerical Value	Adjectival Rating Equivalent
4.5 and above	5	Outstanding
3.5 – 4.4	4	Very Satisfactory
2.5 – 3.4	3	Satisfactory
1.5 – 2.4	2	Unsatisfactory
0.5 – 1.4	1	Poor

- 3.4.2 An employee who has rendered a minimum of nine months of service and with performance rating in accordance with 3.4.1 shall be entitled to full PBB grant.
- 3.4.3 An employee who rendered a minimum of three months but less than nine months of service shall be entitled for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered for FY 2015, as follows:

Length of Service	% 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%

- 3.4.4 Employees who are not eligible to the PBB are the following:
- Employee on vacation or sick leave, with or without pay for entire year;
 - Personnel guilty of administrative and/or criminal cases and meted penalty.
If the penalty is only reprimand, such penalty shall not cause disqualification;
 - Personnel who failed to submit the SALN;
 - Personnel who failed to liquidate Cash Advance received within the reglementary period;
 - Employee who are on scholarship/study leave for more than nine months.

4.0 RATING AND RANKING SYSTEM

4.1 Delivery Units or Divisions

The PTRI identified four delivery units or divisions as follows:

- (1) Research and Development Division;
- (2) Technical Services Division;
- (3) Finance and Administrative Division;
- (4) Office of the Director

4.2 Rating System

The PTRI rating system based on the 2014 approved SPMS is from 1 to 5, with 5 being the highest.

4.3 Rating and Ranking of Delivery Units/Divisions

4.3.1 Ranking of Delivery Units

Delivery units that meet the criteria and conditions on 3.2 are eligible to the PBB for FY 2015 and shall be forced ranked according to the following categories:

RANKING DISTRIBUTION FOR DELIVERY UNITS			
Performance Category	Ranking	Delivery Units	
Best	10%	0.4	-
Better	25%	1.0	1
Good	65%	2.6	3
TOTAL	100%	4.0	4

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Based on the computation, no delivery unit will be categorized as **BEST DELIVERY UNIT**.

The resulting ranking of delivery units/divisions therein shall be indicated in Form 1.0 (Annex D).

4.3.2 Rating of Delivery Units

The targets and accomplishments of delivery units shall be based on the Division's Performance and Commitment Review (DPCR) Form which is also the basis for rating of the heads.

The overall rating of the delivery unit is the average of the rating of the division/unit chief plus the overall rating of the sections. The overall rating of the section is the average of the rating of the section chief plus the average of the individual ratings of all her/his staff.

The overall rating of the delivery units will be ranked from highest to lowest. The delivery unit garnering the highest rating will be categorized as Better Delivery Unit; the rest will be categorized as Good Delivery Units.

Refer to Annex E: CY 2013 Performance Evaluation Rating and Ranking

4.4 Rating and Ranking of Individuals

Only the personnel belonging to eligible delivery units are qualified.

The accomplishments and rating of personnel shall be based on the Individual Performance Commitment and Review (IPCR) Form which is being evaluated by the section/unit/division head.

The individual rating per delivery unit will be ranked from highest to lowest which will be the basis for identifying the BEST, BETTER and GOOD performers of the delivery units.

RANKING DISTRIBUTION FOR INDIVIDUALS ^{a/}										
		BETTER DELIVERY UNIT					GOOD DELIVERY UNIT			
		RDD	TSD	FAD	OD		RDD	TSD	FAD	OD
Best Performer	15%	4	4	3	1	10%	2	2	2	1
Better Performer	30%	7	7	7	3	25%	6	6	6	2
Good Performer	55%	13	13	12	5	65%	16	16	14	6
TOTAL	100%	24	24	22	9		24	24	22	9

^{a/} Based on qualified individual as of October 27, 2015.

Individuals with below satisfactory rating are excluded from ranking.

The resulting ranking of individuals therein shall be indicated in Form 1.0 (Annex D).

** Regardless of employees' individual rating, an employee who rendered less than nine months of service shall be ranked as GOOD PERFORMER and shall be entitled to PBB on a pro-rated basis as indicated in Section 3.4.3*

The PTRI Performance Management Team (PMT) shall determine the eligibility and corresponding ranking of the delivery units and individuals.

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5.0 COMMUNICATION AND INFORMATION DISSEMINATION


- 5.1 The PTRI PMT composed of Division/Unit Heads and Employees Association President shall serve as the official channel of communication for PBB;
- 5.2 A memorandum shall be issued to disseminate the guidelines;
- 5.3 The PTRI-PMT shall organize and conduct PBB-related meeting/assembly.

6.0 EFFECTIVITY

The guidelines shall take effect immediately.


Performance Management Team:


CORAZON I. TAPULGO
Chief, FAD & Chairperson


MAY S. RICO
Chief, TSD


NORA B. MANGALINDAN
Chief, RDD


REMEDIOS O. NOGUERA
AO V, BTS

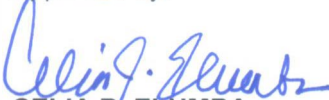

MARNIE B. DONES
OIC, PICTS


FRANCIS M. EMRALINO
OIC, TIPS


ELEONOR V. DAYAWON
AO, HRRMS


AGUSTIN A. BORDALLO, JR.
President, PTRI-EA

Approved by:


CELIA B. ELUMBA
Director IV

LIST OF ANNEXES

- Annex A: Form A Agency Performance Targets for FY 2015
- Annex B: Form A-1 Details of Bureau/Office Performance Indicators and Accomplishments
- Annex C: PBB Requirements and Timelines
- Annex D: Form 1.0 Report on Ranking of Offices/Delivery Units
- Annex E: CY 2013 Performance Evaluation Rating and Ranking

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FORM A
AGENCY PERFORMANCE TARGETS
FY 2015

AGENCY : **PHILIPPINE TEXTILE RESEARCH INSTITUTE**

MFOs AND PERFORMANCE INDICATORS	PREVIOUS YEAR ACCOMPLISHMENTS	ANNUAL TARGET	RESPONSIBLE BUREAUS/OFFICES	ACTUAL ACCOMPLISHMENTS		ACCOMPLISHMENT RATE	Remarks
				1st SEM	2nd SEM		
(1)	(2)	(3)	(4)	(5)			(6)
MAJOR FINAL OUTPUT (MFOs) OPERATIONS							
MFO 1: Scientific Research and Development							
No. of programs/projects completed and disseminated	14 projects	8 projects	PTRI	<i>data will be available by last quarter of the year</i>		-	A total of 17 projects being implemented which includes 9 projects under GAA, 7 projects funded by GIA and 1 contract research
Percentage of projects completed in the last 5 years adopted by the industry or published in a recognized journal	7% (7 of 100)	5% (5 of 100)	PTRI	-		-	No new technologies transferred yet, though two (2) existing technologies were transferred
Percentage of projects completed within the timeframe in accordance with original project approval	100%	90%	PTRI	100%		111%	All projects activities targeted for the period were completed
MFO 2: Technical Advisory Services							
No. of technical/consultative services rendered	24,496	18,000	PTRI	9,280		52%	
Percentage of clients who rate the technical services as satisfactory or better	97%	90%	PTRI	96%		107%	
Percentage of requests for technical assistance that are responded to within 2 days	100%	95%	PTRI	100%		105%	

FORM A
AGENCY PERFORMANCE TARGETS
FY 2015

AGENCY : **PHILIPPINE TEXTILE RESEARCH INSTITUTE**

MFOs AND PERFORMANCE INDICATORS	PREVIOUS YEAR ACCOMPLISHMENTS	ANNUAL TARGET	RESPONSIBLE BUREAUS/OFFICES	ACTUAL ACCOMPLISHMENTS		ACCOMPLISHMENT RATE	Remarks
				1st SEM	2nd SEM		
(1)	(2)	(3)	(4)	(5)			(6)
SUPPORT TO OPERATIONS							
No. of ISO accreditation/ certification maintained	2 ISO maintained (ISO 17025:2005 accreditation and ISO 9001:2008 certification)	2 ISO maintained (ISO 17025:2005 accreditation and ISO 9001:2008 certification)	PTRI	2 ISO maintained (ISO 17025:2005 accreditation and ISO 9001:2008 certification)		100%	
% of information systems managed and maintained	100% of information systems (PTRI Website and HRMIS) managed and maintained	100% of information systems (PTRI Website, HRMIS and DMIS) managed and maintained	PTRI	100% of information systems (PTRI Website, HRMIS, DMIS and eNGAS) managed and maintained		100%	OneLab was not yet included as still under pilot testing
% of ICT services rendered and % of ICT downtime minimized	100% of ICT services rendered; downtime minimized at 1%	required ICT services rendered within 24 hours and occurrences of ICT downtime minimized to 2%	PTRI	100% of ICT services rendered within 24 hours and ICT downtime minimized to 1%		100%	
GENERAL ADMINISTRATION AND SUPPORT SERVICES							
% of procurement services rendered within the prescribed reglementary period	100% of procurement awards published in PhilGEPS within 3 days	100% of procurement awards published in PhilGEPS within 3 days	PTRI	100% of procurement awards published in PhilGEPS within 3 days		100%	
% of procurement services rendered within the prescribed reglementary period	100% of bid invitations posted in website 3 days	100% of bid invitations posted in website 3 days	PTRI	100% of bid invitations posted in website 3 days		100%	
% of human resource management implemented in accordance with the approved HRD Plan	96% of the targeted human resource training and developme programs implemented	95% of the targeted human resource training and development programs implemented	PTRI	67% of the targeted human resource training and development programs implemented		71%	
% rate of retrieval of official documents	PTRI documents and records managed at 92% rate of retrieval	PTRI documents and records managed at 90% rate of retrieval	PTRI	PTRI documents and records managed at 97% rate of retrieval		108%	

Signature

FORM A
AGENCY PERFORMANCE TARGETS
FY 2015

AGENCY : **PHILIPPINE TEXTILE RESEARCH INSTITUTE**

MFOs AND PERFORMANCE INDICATORS	PREVIOUS YEAR ACCOMPLISHMENTS	ANNUAL TARGET	RESPONSIBLE BUREAUS/OFFICES	ACTUAL ACCOMPLISHMENTS		ACCOMPLISHMENT RATE	Remarks
				1st SEM	2nd SEM		
(1)	(2)	(3)	(4)	(5)			(6)
% of financial resources management services rendered	100% of cash advances liquidated within the reglamentary period	100% of cash advances liquidated within the reglamentary period	PTRI	100% of cash advances liquidated within the reglamentary period		100%	
	100% of mandatory govt remittances completed within the prescribed reglamentary period	90% of mandatory govt remittances completed within the prescribed reglamentary period	PTRI	100% of mandatory govt remittances completed within the prescribed reglamentary period		111%	
	90% of allotment are obligated out of the total released allotment within the prescribed period	90% of allotment are obligated out of the total released allotment within the prescribed period		86% of allotment are obligated out of the total released allotment within the prescribed period			
	90% of cash allocations are disbursed out of the total obligations for MOOE and CO within the prescribed period	90% of cash allocations are disbursed out of the total obligations for MOOE and CO within the prescribed period	PTRI	100% of cash allocations are disbursed out of the total cash allocations released within the prescribed period			
	100% of financial reportorial requirements submitted within the prescribed timetable	100% of financial reportorial requirements submitted within the prescribed timetable	PTRI	100% of financial reportorial requirements submitted within the prescribed timetable		100%	

Prepared by:


MARNIE B. DONES
 OIC, Planning and ICT Staff

16 July 2015
 Date

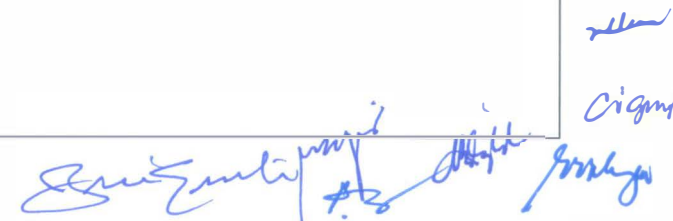

REMEDIOS O. NOGUERA
 Administrative Officer V

16 July 2015
 Date

Approved by:


CECILIA B. ELLUMBA
 Director IV

16 July 2015
 Date



FORM A-1
DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS (ACCOMPLISHMENTS)
CY 2015

Bureau/Office : PHILIPPINE TEXTILE RESEARCH INSTITUTE


Major Final Output/ Responsible Bureaus	Performance Indicator 1	TARGET FOR PERFORMANCE INDICATOR 1		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 1		Performance Indicator 2	TARGET FOR PERFORMANCE INDICATOR 2		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 2		Performance Indicator 3	TARGET FOR PERFORMANCE INDICATOR 3		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 3	
		1st Sem	2nd Sem	1st Sem	2nd Sem		1st Sem	2nd Sem	1st Sem	2nd Sem		1st Sem	2nd Sem	1st Sem	2nd Sem
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Major Final Output															
MFO 1: Scientific Research and Development	No. of projects completed and disseminated	no target for this period	8 projects	data will be available by the last quarter	-	% of projects completed in the last 5 years adopted by the industry or published in a recognized journal	no target for this period	5%	-	-	% of projects completed within the timeframe in accordance with original project approval	90%	90%	100%	-
MFO 2: Technical Advisory Services	No. of technical/consultative services rendered	7,966	10,034	9,280	-	% of clients who rate the technical services as satisfactory or better	90%	90%	96%	-	% of requests for technical assistance that are responded to within 2 days	90%	90%	100%	-
Support to Operations	No. of ISO accreditation/certification maintained within the prescribed period	2 ISO accreditation/certification	2 ISO accreditation/certification	ISO 9001:2008 certification and ISO 17025:2005 accreditation maintained within the prescribed period	-	No. of information systems managed and maintained	100% (PTRI Website, HRMIS and DMIS)	100%	100% (PTRI Website, HRMIS, DMIS and eNGAS)	-	% of ICT services rendered and % of ICT downtime minimized	100% of ICT services rendered within 24 hours and ICT downtime minimized to 1% per year	100% of ICT services rendered within 24 hours and ICT downtime minimized to 1% per year	100% of ICT services rendered within 24 hours and ICT downtime minimized to 1% per year	-
General Administration and Support Services															
	% of procurement services rendered within the prescribed reglamentary period	100% of procurement awards published in PhilGEPS within 3 days	100% of procurement awards published in PhilGEPS within 3 days	100% of procurement awards published in PhilGEPS within 3 days	-	% of human resource management implemented in accordance with the HRD plan	76% of the 95% targeted human resource training and development programs implemented	19% of the 95% targeted human resource training and development programs implemented	67% (8/12) of the targeted human resource training and development programs implemented	-	% of financial resources management services rendered	100% of cash advances liquidated within reglamentary period	100% of cash advances liquidated within reglamentary period	100% of cash advances liquidated within reglamentary period	-
		100% of bid invitations posted in PTRI website 3 days after the approval	100% of bid invitations posted in PTRI website 3 days after the approval	100% of bid invitations posted in PTRI website 1-2 days after the approval	-	% rate of retrieval of official documents	PTRI documents and records managed with 90% rate of retrieval	PTRI documents and records managed with 90% rate of retrieval	PTRI documents and records managed with 97% rate of retrieval	-		100% of mandatory government remittances completed within the prescribed reglamentary period	100% of mandatory government remittances completed within the prescribed reglamentary period	100% of mandatory government remittances completed within the prescribed reglamentary period	-
												90% of allotment are obligated out of the total released allotment within the prescribed period	90% of allotment are obligated out of the total released allotment within the prescribed period	86% of allotment are obligated out of the total released allotment within the prescribed period	-


FORM A-1
DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS (ACCOMPLISHMENTS)
CY 2015

Bureau/Office : PHILIPPINE TEXTILE RESEARCH INSTITUTE

Major Final Output/ Responsible Bureaus	Performance Indicator 1	TARGET FOR PERFORMANCE INDICATOR 1		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 1		Performance Indicator 2	TARGET FOR PERFORMANCE INDICATOR 2		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 2		Performance Indicator 3	TARGET FOR PERFORMANCE INDICATOR 3		ACTUAL ACCOMPLISHMENT FOR PERFORMANCE INDICATOR 3	
		1st Sem	2nd Sem	1st Sem	2nd Sem		1st Sem	2nd Sem	1st Sem	2nd Sem		1st Sem	2nd Sem	1st Sem	2nd Sem
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
												90% of cash allocations are disbursed out of the total obligations for MOOE and CO within the prescribed period	90% of cash allocations are disbursed out of the total obligations for MOOE and CO within the prescribed period	100% of cash allocations are disbursed out of the total obligations for MOOE and CO within the prescribed period	-
												100% of financial reportorial requirements submitted within the prescribed timetable	100% of financial reportorial requirements submitted within the prescribed timetable	100% of financial reportorial requirements submitted within the prescribed timetable	


Prepared by:



MARNIE B. DONES
 OIC, Planning and ICT Staff


REMEDIOS O. NOGUERA
 Administrative Officer V, BTS




16 July 2015
Date


Approved by:


CELIA B. ELUMBE
 Director


REMEDIOS O. NOGUERA
 Administrative Officer V, BTS

16 July 2015
Date



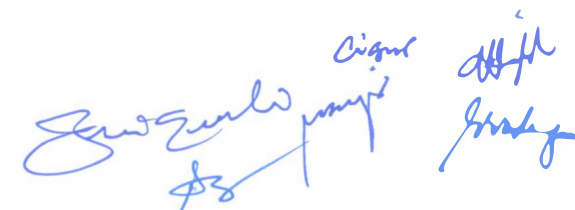
**PBB REQUIREMENTS AND TIMELINES
CY 2015**

PBB Requirement	Responsible Unit	Deadline to PBB Focal Person	Validating Agencies	Deadline
Posting of Transparency Seal				
Agency's Mandate, Vision, Mission and List of Officials	PICTS	on or before Sept 23, 2015	DBM-OICO	on or before Sept 30, 2015
Annual Financial Reports (whole year/as of December/ end of the year)				
2013-2015 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances and Balances as of December	Budget & Accounting	on or before Sept 23, 2015		on or before Sept 30, 2015
2013-2015 Summary Report on Disbursements	Accounting	on or before Sept 23, 2015		on or before Sept 30, 2015
2013-2015 Quarterly Physical Report of Operations/ Physical Plan	PICTS	on or before Sept 23, 2015		on or before Sept 30, 2015
2013-2015 Quarterly Report to Revenue and other Receipts	Accounting	on or before Sept 23, 2015		on or before Sept 30, 2015
2013-2015 Financial Plan Detailed Statement of of Current Year's Obligations, Disbursements and Unpaid Obligations	Budget & Accounting	on or before Sept 23, 2015		on or before Sept 30, 2015
DBM Approved Budget and Targets (current year) Budget 2015	Budget	on or before Sept 23, 2015		on or before Sept 30, 2015
Targets/MFOs/GAA Targets 2015	Budget & PICTS	on or before April 23, 2015		on or before April 30, 2015
Projects, Programs and Activities, Beneficiaries and Status of Implementation (current year)	PICTS	on or before Sept 23, 2015		on or before Sept 30, 2015
Annual Procurement Plan (current year)	PPGSS	on or before Sept 23, 2015		on or before Sept 30, 2015
System of Ranking Delivery Units and Individuals (to be posted by October 30, 2015)	PMT	on or before Oct 28, 2015		on or before Oct 30, 2015
Quality Management System Certified by International certifying body or Agency Operations Manual)	QMR	on or before Sept 23, 2015		on or before Sept 30, 2015
PhilGEPS Posting	PPGSS	on-going	DBM-PhilGEPS	on or before Sept 30, 2015
Invitation to Bid				
Notice of Award				
Notice to Proceed				
Contracts Awarded				
Citizen's Charter	Office of the Chief FAD	on or before Sept 23, 2015	CSC	on or before Sept 30, 2015
Submission of SALN	HRRMS	on or before Sept 23, 2015	Office of the President, Office of the Ombudsman and CSC	on or before May 2016
Submission of Financial Reports	Budget & Accounting	on or before Mar 24, 2015	DBM & COA	on or before Mar 31, 2015

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PBB Requirement	Responsible Unit	Deadline to PBB Focal Person	Validating Agencies	Deadline
Submission of Report on Ageing of Cash Advance Liquidation (Nov. 15, 2015 cut off)	Accounting	on or before Nov 16, 2015	COA	on or before Dec 1. 2015
Submission of Certificate of Compliance (Nov. 15, 2015 cut off)			DBM-OCIO & CSC	
COC 1 : Transparency Seal Certification	PICTS	on or before Nov 25, 2015		on or before Dec 1. 2015
COC 2 : PhilGEPS Certification	PPGSS	on or before Nov 25, 2015		on or before Dec 1. 2015
COC 3 : Anti-Red Tape Act Certification	Office of the Chief FAD	on or before Nov 25, 2015		on or before Dec 1. 2015
COC 4 : Report on the Ageing of Cash Advance	Accounting	on or before Nov 25, 2015		on or before Dec 1. 2015
COC 5 : SALN Submission Filing	HRRMS	on or before Nov 25, 2015		on or before Dec 1. 2015
Submission of Accomplishments using Forms A, A1 and 1.0	PICTS & Budget	on or before Dec 29, 2015	DBM-BMB E	on or before Jan 15, 2016
Submission of BFARs				
BAR No. 1 : Quarterly Physical Report of Operations	PICTS		DBM	30 days after the end of quarter
PICTS Form No. 007 : Quarterly Accomplishments Report	RDD, TSD, TIPS	every 5th day after end of qtr	DOST	every 10th day after end of qtr
PICTS Form No. 013 : Consultancy Services Rendered	RDD, TSD, TIPS	every 5th day after end of qtr	DOST	every 10th day after end of qtr
PICTS Form No. 014 : Technical Services Rendered	RDD, TSD, TIPS	every 5th day after end of qtr	DOST	every 10th day after end of qtr
Customer Satisfaction Rating	RDD, TSD, TIPS	every 5th day after end of sem		every 10th day after end of sem
BED No. 1 Quarterly Financial Plan Detailed Statement of of Current Year's Obligations, Disbursements and Unpaid Obligations	Budget	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
FAR No. 1-A Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December (continuing)	Accounting & Budget	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
FAR No. 1-A1 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December (current)	Accounting & Budget	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
FAR No. 3 Ageing of Due and Demandable Liquidations	Accounting	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
FAR No. 4 Monthly Report of Disbursements	Accounting	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
FAR No. 5 Quarterly Report of Revenue and Other Receipts	Accounting	15 days after the end of quarter	DBM & COA	30 days after the end of quarter
Submission of APCPI Self Assessment	PPGSS	on or before Nov 16, 2015	GPPB	on or before Dec 1, 2015



 Cleared

PBB Requirement	Responsible Unit	Deadline to PBB Focal Person	Validating Agencies	Deadline
Submission of 2015 APP	PPGSS	on or before 30th day of the 1st month of the year	DBM-PS & GPPB	1st month of the year until before end of April 2015
Validation of QMS Certification/Operations Manual Submission	QMR	on or before Dec 15, 2015	GQMC	on or before Jan 15, 2016

DBM Department of Budget and Management
 OCIO Office of the Chief Information Officer
 BMB E Budget Management Bureau E
 PS Procurement Service
 GPPB Government Procurement Policy Board
 CSC Civil Service Commission
 COA Commission on Audit
 GQMC Government Quality Management Committee

The bottom right corner of the page contains several handwritten signatures and initials in blue ink. There are approximately six distinct marks, including what appears to be a signature that reads 'Gonzales' and other initials like 'dkf', 'ciar', and 'manga'.

Form 1.0
REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

1.0 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 at least 90% of performance targets _____

1.3 Total No. of Filled Positions as of November 30, 2015 _____

1.4 Total No. of Officials and Employees Entitled to PBB _____

1.5 Has achieved at least 90% of each one of the FY 2015 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)

YES _____, the following ranking distribution applies

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

NO _____, the following ranking distribution applies

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

1.6 Total Amount Required for Payment of PBB P _____

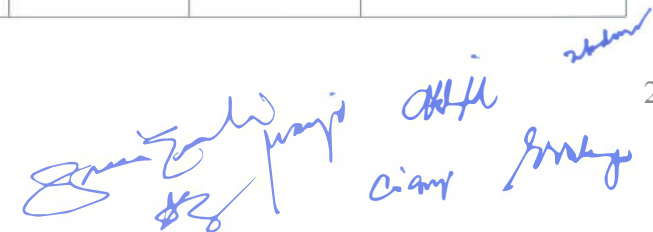
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REPORT ON RANKING OF OFFICES/DELIVERY UNITS



Department/Agency _____

(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 7.2 or Section 7.3)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Grade	Months in service in 2015	Amount of PBB
2.1 Best (__%)	Delivery Unit 1		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (20%)				
			Better Performer (35%)				
			Good Performer (45%)				
			Poor Performer				
TOTAL BEST							
2.2 Better (__%)	Delivery Unit 1		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				



Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees				
			Ranking	Names of Employee	Salary Gade	Months in service in 2015	Amount of PBB
	Delivery Unit 2		Best Performer (15%)				
			Better Performer (30%)				
			Good Performer (55%)				
			Poor Performer				
			TOTAL BETTER				
2.3 Good (__%)	Delivery Unit 1		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
	Delivery Unit 2		Best Performer (10%)				
			Better Performer (25%)				
			Good Performer (65%)				
			Poor Performer				
			TOTAL GOOD				
2.4 Did not meet 90% of 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						

10/1/14
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 10/1/14

CY 2013 Performance Evaluation Rating and Ranking

Name of Employee	Rating		
	Individual	Section	Average
Delivery Unit (A)			
Employee A-1 (Div Chief)			5.00
Chemical Laboratory			4.83
Employee A-2 (Chief)		4.89	
Employee A-3	4.80		
Employee A-4	4.86		
Employee A-5	4.80		
Employee A-6	4.60		
		4.77	
Physical Laboratory			4.58
Employee A-7 (Chief)		4.68	
Employee A-8	4.44		
Employee A-9	3.82		
Employee A-10	4.75		
Employee A-11	4.67		
Employee A-12	4.75		
		4.49	
Mechanical Processing			4.73
Employee A-13 (Chief)		4.88	
Employee A-14	4.53		
Employee A-15	4.65		
Employee A-16	4.50		
Employee A-17	4.61		
Employee A-18	4.54		
Employee A-19	4.66		
		4.58	
Chemical Processing			4.79
Employee A-20 (Chief)		4.92	
Employee A-21	4.40		
Employee A-22	4.79		
Employee A-23	4.77		
Employee A-24	4.64		
		4.65	
Over-all Rating, Delivery Unit (A)			4.79

Name of Employee	Rating		
	Individual	Section	Average
Delivery Unit (B)			
PICTS			4.52
Employee B-1 (Chief)		4.52	
Employee B-2	4.66		
Employee B-3	4.35		
		4.51	
TIPS			4.69
Employee B-4 (Chief)		4.67	
Employee B-5	4.71		
Employee B-6	4.65		
Employee B-7	4.85		
Employee B-8	4.63		
		4.71	
OD			4.53
Employee B-9 (Div Chief)		4.46	
Employee B-10	4.52		
Employee B-11	4.68		
		4.60	
Over-all Rating, Delivery Unit (B)			4.58

Name of Employee	Rating		
	Individual	Section	Average
Delivery Unit (C)			
Employee C-1 (Div Chief)			4.41
CDABUS			4.75
Employee C-2 (Chief)		4.89	
Employee C-3	4.77		
Employee C-4	4.85		
Employee C-5	4.77		
Employee C-6	4.39		
Employee C-7	4.38		
Employee C-8	4.26		
Employee C-9	4.85		
		4.61	
NFUS			4.16
Employee C-10 (Chief)		4.08	
Employee C-11	4.23		
Employee C-12	4.08		
Employee C-13	3.99		
Employee C-14	4.15		
Employee C-15	4.29		
Employee C-16	4.40		
Employee C-17	4.51		
Employee C-18	4.13		
Employee C-19	4.48		
Employee C-20	4.07		
Employee C-21	4.37		
Employee C-22	4.28		
Employee C-23	3.99		
Employee C-24	4.25		
Employee C-25	4.30		
		4.23	
Over-all Rating, Delivery Unit (C)			4.44

Name of Employee	Rating		
	Individual	Section	Average
Delivery Unit (D)			
Employee D-1 (Div Chief)			4.16
HRRMS			4.60
Employee D-2 (Chief)		4.57	
Employee D-3	4.48		
Employee D-4	4.46		
Employee D-5	4.77		
Employee D-6	4.61		
Employee D-7	4.82		
		4.63	
Accounting			4.37
Employee D-8 (Chief)		4.33	
Employee D-9	4.82		
Employee D-10	4.34		
Employee D-11	4.29		
Employee D-12	4.15		
		4.40	
BTS			4.52
Employee D-13 (Chief)		4.48	
Employee D-14	4.66		
Employee D-15	4.47		
		4.57	
PPGSS			4.54
Employee D-16 (Chief)		4.62	
Employee D-17	4.30		
Employee D-18	4.47		
Employee D-19	4.81		
Employee D-20	4.46		
Employee D-21	4.48		
Employee D-22	4.23		
		4.46	
Over-all Rating, Delivery Unit (D)			4.44

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