

**Office of the President  
of the Philippines  
Malacañang**

**MEMORANDUM**

FOR : The Deputy Executive Secretary for Finance and Administration

FROM : ASec. Eddie M. Nuque *Eddie M. Nuque*  
Head, PMT-Technical Working Committee

SUBJECT : **PROPOSED GUIDELINES ON RANKING AND RATING OF OP DELIVERY UNITS (DU), DU HEADS, AND INDIVIDUAL EMPLOYEES FOR PURPOSES OF THE 2014 PBB**

DATE : 25 February 2015

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**REFERENCE**

1. This pertains to the proposed guidelines on the rating and ranking of OP Delivery Units, Unit heads and individual employees for purposes of the 2014 PBB.

**PROPOSED GUIDELINES**

2. As practiced in the previous year's PBB, all DUs are grouped under the Function/MFO to which the DU contributes to.
3. The accomplishments of each DU will be compared with their targets indicated in Form A-1 and will be assessed as "Pass" or "Fail".
4. Should a DU be assessed as "Pass", the Office Performance Commitment Rating (OPCR) and the Individual Performance Commitment Rating (IPCR) that are requirements of the Strategic Performance Management System (SPMS), will be utilized for rating and ranking.
  - a) The scores of all the IPCRFs of a DU will be totaled and averaged, and the resulting score will be the recommended score of a DU and its head.
  - b) The scores of the units, the heads and the employees will be listed per function/MFO from highest to lowest. This list will be submitted to the Performance Management Team (PMT) Executive Committee for its deliberations and decision on the respective rankings. As necessary, the PBB guideline on "forced ranking" will apply in determining units and individuals that will qualify as Best, Better or Good.
5. In the event that a DU fails to meet its target, the PMT Executive Committee may reconsider that DU's assessment based on the justifications given by the unit.
6. For consideration

**APPROVED/ DISAPPROVED-**

*Ronaldo A. Geron*

**DESFA RONALDO A. GERON**  
Chairman, Performance Management Team  
Executive Committee