

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

PERFORMANCE MANAGEMENT GROUP

MEMORANDUM

FOR : ALL HEADS OF OFFICES

**FROM : The Deputy Executive Secretary for Finance and Administration
and Chairperson, OP Performance Management Group**

**SUBJECT : GUIDELINES ON THE RANKING AND RATING OF OP DELIVERY UNITS
FOR PURPOSES OF THE 2016 PERFORMANCE BASED BONUS (PBB)**

DATE : December 07, 2016

1. The following guidelines are hereby issued by the OP Performance Management Group (OP-PMG) pursuant to Section 6.2i of Memorandum Circular (MC) No. 2016-1¹ issued by the AO 25² Inter-Agency Task Force (IATF), which requires agencies to post and disseminate a System of Ranking of Delivery Units (DUs).

GUIDELINES

2. Grouping of DUs.

All DUs have been grouped consistent with Section 8.2 of MC No. 2016-1, which provides that agencies should consider similarities of functions and responsibilities and with MC 2016-2, which provides guidelines on the identification and determination of DUs.³

3. Rating and Ranking of DUs.

Each DU shall be required to submit its Form A-1 to the OP-PMG Technical Working Committee (TWC) for review and assessment. DU accomplishments and targets will be compared. For DUs with targets that are fully met or exceeded by their accomplishments, the unit will be assessed as “Pass”. Conversely, for DUs with accomplishments that fall short of their targets, the unit will be assessed as “Fail”.

3.1. *For DUs that Pass:*

- (a) Each DU shall likewise be required to submit its Office Performance Commitment and Review (OPCR) Form and Form A-1 to the TWC for review and evaluation. The numerical office rating will be considered by the PMG to determine the DU's rating.
- (b) Using these ratings, the PMG shall “force-rank” each DU alongside the other DUs within their group, and determine which units are:

Best Delivery Unit	Top 10% of units
Better Delivery Unit	Next 25% of units
Good Delivery Unit	Remaining 65% of units

The distribution of which is as provided by Section 9 of MC No. 2016-1.

¹ Memorandum Circular (MC) No.2016-1- GUIDELINES ON THE GRANT OF THE PERFORMANCE BASED BONUS FOR FISCAL YEAR 2016 UNDER EXECUTIVE ORDER (EO) 80 AND EO NO. 201

² Administrative Order (AO) No. 25, s. 2011-CREATION OF THE INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING INFORMATION AND REPORTING SYSTEMS.

³ MC No. 2016-2- GUIDELINES ON THE IDENTIFICATION AND DETERMINATION OF DELIVERY UNITS RELATIVE TO THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2016

3.2. *For DUs that Fail:*

DUs that fail will be disqualified from the 2016 PBB. However, they may appeal in writing to the TWC, which in turn will make a recommendation on the appeal for the consideration of the OP-PMG.

For information and guidance.

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