

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

**GUIDELINES/MECHANICS IN RANKING OP DELIVERY UNITS (DUs)
FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2018**

Pursuant to Memorandum Circular (MC) No. 2018-1¹ issued by the AO 25 Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the following guidelines for the grant of PBB for FY 2018 in the Office of the President Proper are hereby prescribed:

Grouping of DUs.

All DUs shall be grouped according to similarities of functions and responsibilities.


Rating and Ranking of DUs.

Each DU shall be required to submit its Form A-1 and Office Performance Commitment and Review Form (OPCRF) to the OP Performance Management Group (PMG) for review and assessment. DUs that fully meet or exceed their targets will be assessed as **“Pass”**. Conversely, DUs with accomplishments that fall short of their targets, will be assessed as **“Fail”**.

1. DUs that pass shall be forced ranked alongside the other DUs within their group, using their OPCRf numerical ratings, according to the following categories:

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

2. DUs that fail will be disqualified from the 2018 PBB. They may, however, appeal in writing to the OP PMG.


RIZALINA N. JUSTOL
Deputy Executive Secretary
for Finance and Administration

Date: SEP 28 2018


SALVADOR C. MEDIALDEA
Executive Secretary

Date: SEP 28 2018

¹ Memorandum Circular (MC) No.2018-1- GUIDELINES ON THE GRANT OF THE PERFORMANCE BASED BONUS FOR FISCAL YEAR 2018 UNDER EXECUTIVE ORDER (EO) 80 AND EO NO. 201