

GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF 2016 PERFORMANCE-BASED BONUS (PBB)

1. *No. of Delivery Units.* There shall be twelve (12) delivery units that will vie for ranking/ contention for the grant of Performance-based Bonus, to wit:

- The Office of the Director (OD);
- The Administrative Division (AD);
- The Finance Division (FD);
- The Planning, Management and Information Technology Division (PMITD);
- The Agricultural Mechanization Division (AMD);
- The Bio-process Engineering Division (BPED);
- The Food Protection Division (FPD);
- The Laboratory Services Division (LSD);
- The Socio-economic and Policy Research Division (SEPRD);
- The Applied Communication Division (ACD);
- The Enterprise Development Division (EDD);
- The Training and Technology Management Division (TMTD)

2. *Criteria / Procedure for Ranking of Delivery Units.* The delivery units shall be ranked based on :

- a) their respective Division Performance Commitment and Review Form's (DPCR's) accomplishment vs. target ratings; and,
- b) overall physical and financial accomplishment vis-à-vis their respective Work and Financial Plans.

The PMITD will draw up the initial ranking of delivery units based on the above-cited criteria. Upon favorable review of said ranking, the Performance Management Team (PMT) will endorse the same to the Executive Director who shall have full discretion to either approve of the same or forward the issue to the Management Committee (MANCOM) for final resolution/dispensation.

3. *Distribution.* Based on their rankings, the delivery units shall be distributed or grouped across the following performance categories, to wit:

Ranking	Performance Category	No. of Divisions
Top 10%	Best Divisions	1
Next 25%	Better Divisions	3
Next 65%	Good Divisions	8

4. *Individual Ranking.* The members of each delivery unit shall be ranked based on their respective numerical ratings on accomplishment of targets as indicated in the Individual Performance Commitment and Review Form (IPCR, with the employee garnering the highest approved numerical rating being ranked first).

5. *Eligibility Criteria.* To qualify for the PBB, each PHilMech official and/or employee of must meet the following requirements:

- a. Must be an incumbent of a regular plantilla position;
- b. Must be a member of an eligible delivery unit;
- c. Must have rendered at least three (3) months of actual service as of December 31 of the year under consideration;
- d. Should have been rated at least Satisfactory based on the CSC- approved Strategic Performance Management System (SPMS);
- e. Must have no unjustified outstanding cash advance as of November 30 of the year under consideration;
- f. Must have complied with the submission of SALN; and,
- g. Must not be on full-time study during the whole year under consideration; and,
- h. Must not have been found guilty of any administrative and/or criminal case during the year under consideration.

6. *Distribution.* Based on the division's performance category, its employee members' performance category shall be determined in accordance with the following distribution scheme or schedule, to wit:

BEST DIVISIONS:

Ranking	Performance Category
Top 20%	Best Performers
Next 35%	Better Performers
Next 45%	Good Performers

BETTER DIVISIONS:

Ranking	Performance Category
Top 15%	Best Performers
Next 30%	Better Performers
Next 55%	Good Performers

GOOD DIVISIONS:

Ranking	Performance Category
Top 10%	Best Performers
Next 25%	Better Performers
Next 65%	Good Performers

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