



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR
THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019**

Page 14, Annex 1 of Memorandum Circular No. 2019-1 dated 03 September 2019 has prescribed the following Delivery Units for PCOO-Proper:

1. Office of the Press Secretary (Executive Offices)
2. Services (Administration and Finance)
3. Media Accreditation and Relations Office (Media)
4. Offices (e.g., FOI-PMO)

In ranking the performances of the PCOO-Delivery Units for the grant of PBB, the following criteria will be considered:

1. Performance Targets

a. Delivery Unit: **Executive Offices**

Support to Operations (STO) Targets:

- QMS Certification
 - a. Posted QMS Certification in TS page; and
 - b. Submission of certified true copy of QMS certificate to GQMC through DBM-SPIB

Good Governance Conditions:

- Updated Agency Transparency Seal pursuant to Section 106 of the General Provisions of the FY 2019 GAA
- PhilGEPS Posting for transactions above ₱1,000,000.00, including the Early Procurement of FY 2020 Non-CSE items
- Citizen's/Service Charter, including Certificate of Compliance (CoC)

Office of the Legal Affairs:

- Percentage of recommended actions adopted by the Secretary and other clients

- Percentage of legal opinions and outputs released within the prescribed period

Electronic Data Processing (EDP) Division & New Media Services:

- Percentage of posts that have likes and shares/visitors
- Percentage of presidential news releases posted within an hour after the event

b. Delivery Unit: **Administration and Finance**

General Administration and Support Services (GASS) Targets:

- Budget Utilization Rate (BUR)
- Quarterly submission of Budget and Financial Accountability Reports (BFARS)
- Compliance of COA reporting Requirements within the mandated time:
 - a. Financial Statements
 - b. Report on Ageing of Cash Advances
- Sustained compliance with Audit Findings
- Compliance with submission of Procurement Documents
 - a. FY 2019 APP-non CSE
 - b. Indicative FY 2020 APP-CSE
 - c. FY 2019 APP-CSE
 - d. Undertaking of Early Procurement of at least 50% of goods and services
 - e. Results of FY 2018 APCPI System
- Percentage of actual external/internal stakeholder's concerns approximately responded to
- Percentage of actual external/internal stakeholder's concerns approximately responded within the 5 working days upon receipt or within the prescribed deadline
- Satisfaction Rate by the PCOO Proper operating units of the administrative and logistic services provided

- On time delivery of administrative and logistic services provided

c. Delivery Unit: **Media Accreditation and Relations Office (MARO)**

Major Final Output (MFO) Targets (Per 2019 GAA)

- 90% Percentage of news and photo releases used by selected print media
- 3,047 Number of news and photo releases disseminated
- 95% Percentage of Presidential events and visits provided with coverage arrangements

d. Delivery Unit: **Freedom of Information – Project Management Office (FOI-PMO)**

Classification	2019 Actual Compliance	%	# of Offices	2020 Targets
National Government Agencies	180	96%	190	98%
Government-Owned and -Controlled Corporations	85	77%	111	80%
State Universities and Colleges	98	88%	111	90%
Local Water Districts	179	34%	520	36%
Total	542	58%	932	60%

e. Other Cross-cutting Requirements

- Submission of SALN of employees
- Agency Review and Compliance Procedure of Statement and Financial Disclosures
- FOI Compliance
 - a. People’s FOI Manual;
 - b. Agency Informed Inventory;
 - c. 2019 FOI Registry and 2019 FOI Summary Report; and
 - d. Screenshot of the PCOO’s home page
- Posting of the PCOO’s System of Ranking Delivery Units

- Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)

2. Ranking of Delivery Units

- a. The Delivery units that meet the aforementioned performance targets shall be forced ranked according to the following categories:

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

3. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual’s delivery units with the rate of incentive as a multiple of one’s monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.650
Better Delivery Unit	0.575
Good Delivery Unit	0.500

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