



## **GUIDELINES/MECHANICS ON THE RANKING OF DELIVERY UNITS AS BASIS FOR THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2020**

### **1.0 BACKGROUND**

- 1.1 Executive Order No. 201 s. 2016 provides that the existing Performance-Based Bonus (PBB) granted to qualified government personnel shall be enhanced to strengthen its result orientation. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order No. 25 (s. 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance.
- 1.2 Pursuant to the above, Memorandum Circular No. 2020-1 dated 02 June 2020 was issued by the IATF prescribing the Guidelines on the Grant of the FY 2020 PBB which includes the Guidelines on the Identification and Determination of Delivery Units (DUs).
- 1.3 Per Sec. 7.8 of AO25 IATF MC 2020-1, agencies may cluster the DUs based on similarities of functions and responsibilities to facilitate the ranking process. Accordingly, this Guideline prescribes the PCOO DUs clustered and ranked as follows:
  - A. Offices under Support to Operations Cluster
  - B. Offices under General Administrative Support Services Cluster
  - C. Offices under Operations Cluster

### **2.0 PURPOSE**

This Guideline is issued identifying the ranking indicators of the delivery units of the PCOO

### **3.0 RANKING OF DELIVERY UNITS**

- 3.1 In ranking the performances of the PCOO DUs for the grant of PBB, the following criteria shall be considered:

Performance Targets

#### **A. Delivery Unit: Support to Operations Cluster (Including All Executive Offices)**

Support to Operations (STO) Targets:

- Updated Agency Transparency Seal pursuant to Section 99 of the General Provisions of the FY 2020 GAA

Office of the Legal Affairs:

- Percentage of contracts reviewed within 15 days of receipt of request with complete attachments/documents

- 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 comments/ shares/ visitors
- Percentage of presidential news releases posted within an hour after the event

MRDS:

- Percentage of PCOO proper planning activities conducted vis-à-vis targets

## **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
- Percentage of actual external/ internal stakeholder's concerns approximately responded to
- Percentage of actual external/ internal stakeholder's concerns approximately responded within the 15 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: Operations Cluster**

Major Final Output (MFO) Targets:

- Percentage of news and photo releases used by selected media
- Number of news and photo releases disseminated where PCOO is cited as source of information
- Percentage of Presidential events and visits provided with coverage arrangements
- Percentage of compliance of government agencies to FOI requirements

### **All Delivery Unit Targets:**

- ISO documentation for at least one (1) core process, to include the following:
  - a. Approved Quality Manual and approved Procedures and Work Instructions Manual, Including Forms; and
  - b. Evidence of ISO 9001-2015 aligned QMS implementation, i.e. (1) Certification of the Head of the Agency on the conduct of Internal Quality Audit; and (2) Minutes of the FY 2020 Management Review

and Actionable Recommendations from First and Second Semester Assessment

- 3.2 The Delivery Units eligible to the PBB shall be force ranked according to the following:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- 3.3 **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:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit	0.650
Better Delivery Unit	0.575
Good Delivery Unit	0.500

- 3.4 **RANKING INDICATORS.** Annex A to D shows the Ranking Indicators of the DUs, including the corresponding Point System and Means of Verification (MOVs).

(DIGITALLY SIGNED 30 SEPT 2020)  
**ANA MARIE CONTRERAS-CALAPIT**  
Planning Officer V

(DIGITALLY SIGNED 1 OCT. 2020)  
**ATTY. MARVIN R. GATPAYAT**  
Undersecretary for Administration and Legal Affairs

**ANNEX A – Support to Operations Cluster (All Executive Offices)**

**RANKING INDICATORS FOR PERFORMANCE-BASED BONUS FY 2020**

**A. EDP / New Media Services**

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Percentage of posts that generated likes and shares/ visitors vis-à-vis targets by end of December 2020.	<b>Percent</b>	<b>Points</b>	Result of analytics by end of December 2020 certified by EDP
	101%	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
Percentage of presidential news releases posted within an hour after the event vis-à-vis targets by end of December 2020.	<b>Percent</b>	<b>Points</b>	Result of analytics by end of December 2020 submitted to OUALA and certified by EDP.  Cc: MRDS. (email screenshots; receiving copy)
	101%	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	

**B. OLA**

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Submission</b>	<b>Points</b>	
Percentage of legal opinions rendered within 15 days upon receipt of request with complete attachments/ documents	2 days ahead	12	Copy of reports on legal opinions submitted to the OUALA (email screenshot, receiving copy)
	1 day ahead	11	
	On time	10	
	1 day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 days late or beyond	1	
	No Submission	0	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>			<b>MOVs</b>
	<b>Submission Date</b>	<b>Percent</b>	<b>Points</b>	
Percentage of contracts reviewed within 15 days from receipt of request with complete attachments/ documents	Submitted 2 days or more ahead of the deadline	101% and above	12	<ul style="list-style-type: none"> <li>• Copy of reviewed contract</li> <li>• Reckoning date for ranking is the date of receipt of the review by the unit concerned</li> </ul>
	1 day ahead	100%	11	
	Submitted on the day of the deadline	99%	10	
	1 day after	98%	9	
	2 days after	97%	8	
	3 days after	96%	7	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>			<b>MOVs</b>
	<b>Submission</b>	<b>Percent</b>	<b>Points</b>	
Cont.	4 days after	95%	6	
	5 days after	94%	5	
	6 days after	93%	4	
	7 days after	92%	3	
	8 days after	91%	2	
	9 days after	90%	1	
	or more			

### C. MRDS

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Percent</b>	<b>Points</b>	
Number of PCOO proper planning activities vis-à-vis targets by end of December 2020	101%	12	Copy of report submitted to OUALA and OSEC (email screenshots / receiving copy)
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	

**D. Executive Offices**

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Minutes of Execom / Mancom Meeting submitted to OSEC on the set deadline	<b>Submission Date</b>	<b>Points</b>	Copy of Minutes of Execom / Mancom Meeting attested by the OSEC (email screenshots / receiving copy).
	Submitted 5 calendar days ahead	12	
	Submitted 4 calendar days ahead	11	
	Submitted 3 calendar days ahead	10	
	Submitted 2 calendar days ahead	9	
	Submitted 1 calendar day ahead	8	
	On time	7	
	Submitted 1 calendar days late	6	
	Submitted 2 calendar days late	5	
	Submitted 3 calendar days late	4	
	Submitted 4 calendar days late	3	
	Submitted 5 calendar days late	2	
	Submitted 6 calendar days late	1	
	Submitted 7 calendar days late	0	

**ANNEX B – General Administrative Support Services Cluster**

**RANKING INDICATORS FOR PERFORMANCE-BASED BONUS FY 2020**

**A. Personnel Section**

<b>RANKING INDICATORS</b>	<b>POINTS SYSTEM</b>			<b>MOVs</b>
	<b>Submission Date</b>	<b>Percent</b>	<b>Points</b>	
Needs Assessment Report and 5-Year (2020 – 2025) HR Plan submitted by December 2020	7 days or more ahead	101%	12	<ul style="list-style-type: none"> <li>• Copy of the Needs Assessment Report and HR Plan received by the OASA (email screenshots, receiving copy)</li> <li>• Reckoning date for ranking is the date of receipt of both documents by the OASA</li> </ul>
	6 days ahead	100%	11	
	5 days ahead	99%	10	
	4 days ahead	98%	9	
	3 days ahead	97%	8	
	2 days ahead	96%	7	
	1 day ahead	95%	6	
	On schedule	94%	5	
	A day late	93%	4	
	2 days late	92%	3	
	3 days late	91%	2	
	4 days late	90%	1	

**B. Budget Division**

<b>RANKING INDICATORS</b>	<b>POINTS SYSTEM</b>		<b>MOVs</b>
	<b>Utilization Rate</b>	<b>Points</b>	
Budget Utilization Rate (BUR 1) – Obligation Rate: Ratio of Amount Obligated Budget versus Allotment (BUR 1 & BUR 2)	101% and above	12	<ul style="list-style-type: none"> <li>• Report of utilization rate submitted to the OD Finance cc: MRDS (email screenshot, receiving copy)</li> </ul>
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	



Cont.	90%	1	<ul style="list-style-type: none"> <li>Report of utilization rate submitted to the OD Finance cc: MRDS (email screenshot, receiving copy)</li> </ul>
Budget Utilization Rate (BUR 2) – Disbursement Rate: Ratio of Amount Disbursed versus Obligated Amount	<b>Utilization Rate</b>	<b>Points</b>	
	101% and above	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
90%	1		

### C. Budget and Accounting Divisions

RANKING INDICATORS	POINT SYSTEM			MOVs
	Submission Date	Percent	Points	
Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines on Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs) Submitted to COA and DBM	6 or more days ahead of the deadline	101%	12	Submitted BFAR to OD Finance, COA and DBM cc: MRDS (email screenshot, receiving copy)
	5 days ahead	100%	11	
	4 days ahead	99%	10	
	3 days ahead	98%	9	
	2 days ahead	97%	8	
	1 day ahead	96%	7	
	On the deadline	95%	6	

Cont.	1 day after the deadline	94%	5	
	2 days after	93%	4	
	3 days after	92%	3	
	4 days after	91%	2	
	5 days after	90%	1	

**D. Property Section**

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>			<b>MOVs</b>
Percentage of property, plant, and equipment data for the last 5 years (2015-2020) reconciled based on audit findings submitted to COA by end of December 2020	<b>Percentage Reconciliation</b>	<b>Percent</b>	<b>Points</b>	Certificate of Reconciliation with notation of the COA received by OASA
	71% - 100% reconciled	101%	12	
	70% reconciled	100%	11	
	61% - 69% reconciled	99%	10	
	56% - 60% reconciled	98%	9	
	51% - 55% reconciled	97%	8	
	46% - 50% reconciled	96%	7	
	41% - 45% reconciled	95%	6	
	36% - 40% reconciled	94%	5	
	31% - 35% reconciled	93%	4	
	26% - 30% reconciled	92%	3	
	21% - 25% reconciled	91%	2	

Cont.	1% - 20% reconciled	90%	1	
	<b>Timeliness</b>	<b>Percent</b>	<b>Points</b>	Certificate of Reconciliation with notation of the COA duly received by OASA (email screenshot, receiving copy)
	6 or more days before the deadline	101%	12	
	5 days before	100%	11	
	4 days before	99%	10	
	3 days before	98%	9	
	2 days before	97%	8	
	1 day before	96%	7	
	On the deadline	95%	6	
	1 day after the deadline	94%	5	
	2 days after	93%	4	
	3 days after	92%	3	
	4 days after	91%	2	
	5 days after	90%	1	

**ANNEX C – Operations Cluster**

**RANKING INDICATORS FOR PERFORMANCE-BASED BONUS FY 2020**

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Percent</b>	<b>Points</b>	
Number of accreditations issued within 15 days	101%	12	Verified / Certified reports submitted with links / screenshots of evidence of use (links / email screenshots saved to drive and results of analytics certified by EDP every month)
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
Percentage / number of news and photo releases used by media vis-à-vis targets by the end of December 2020	101%	12	Verified / certified reports submitted with links / screenshots of evidence of use (links / screenshots saved to drive and results of analytics certified by EDP every month)
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
Percentage / number of news and photo releases disseminated citing PCOO as source of information vis-à-vis targets by the end of December 2020	101%	12	Verified / certified reports submitted with links / screenshots of evidence of use (links / screenshots saved to drive)
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Percent</b>	<b>Points</b>	
Cont.	91%	2	
	90% and below	1	
Percentage of trained relevant interested parties on FOI vis-à-vis targets by the end of December 2020	<b>Percent</b>	<b>Points</b>	Verified / certified reports submitted with links / screenshots of evidence of use (links / screenshots saved to drive)
	101%	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
Percentage / number of compliant government agencies to FOI requirements vis-à-vis targets by end of December 2020	<b>Percent</b>	<b>Points</b>	Verified / certified reports submitted with links / screenshots of evidence of use (links / screenshots saved to drive)
	101%	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
Major frontline service (Citizen's Charter) submitted to PCOO Citizen's Charter Team per MC 2020-1 deadline	<b>Submission</b>	<b>Points</b>	Copy of report submitted to the PCOO Citizen's Charter Team (email screenshot/ receiving copy)
	Submitted 3 days ahead	12	
	1 to 2 days ahead	11	
	On time	10	
	Submitted 1 day late	9	
	2 days late	8	
	3 days late	7	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Cont.	<b>Submission</b>	<b>Points</b>	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more days late	1	
	No submission	0	

**ANNEX D – ALL DELIVERY UNITS**

**RANKING INDICATORS FOR PERFORMANCE-BASED BONUS FY 2020**

<b>RANKING INDICATOR</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Percent</b>	<b>Points</b>	
Number of policies / guidelines/ work process issued / adopted vis-à-vis targets by the end of December 2020	101%	12	Copy of policies / guidelines / work process issued/ adopted submitted to OSEC (email screenshot, receiving copy of Records Section)
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and below	1	
	First and Second Semester Narrative Accomplishment Reports based on the prescribed format submitted to OSEC by the end of December 2020	<b>Percent</b>	
Complete		12	
1 <sup>st</sup> revision based on completeness		6	
2 <sup>nd</sup> revision based on completeness		4	
3 <sup>rd</sup> revision based on completeness		2	
4 <sup>th</sup> revision and above based on completeness	1		
	<b>Submission</b>	<b>Points</b>	
	Submitted 3 days ahead	12	
	1 or 2 days ahead	11	
	Submitted on time	10	
	Submitted 1 day late	9	
	2 days late	8	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Cont.	<b>Submission</b>	<b>Points</b>	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more days late	1	
	No submission	0	
Quarterly Budget Utilization Rate by end of 2020 (Allotment vs. Obligations)	<b>Utilization Rate</b>	<b>Points</b>	Copy of report on budget utilization submitted to Budget Division cc: MRDS (email screenshot, receiving copy)
	100%	12	
	95% - 99%	11	
	90% - 94%	10	
	80% - 89%	9	
	75% - 79%	8	
	70% - 74%	7	
	65% - 69%	6	
	60% - 64%	5	
	55% - 59%	4	
	46% - 54%	3	
	45% - 49%	2	
	Less than 44%	1	
Annual Procurement Plan submitted to Budget Division per MC 2020-1 deadline	<b>Submission</b>	<b>Points</b>	<ul style="list-style-type: none"> <li>• Copy of APP emailed to Budget Division cc: MRDS</li> <li>• Copy of Verification with the GPPB or PBB Taskforce (email screenshot, receiving copy)</li> </ul>
	Submitted 3 days ahead	12	
	1 or 2 days ahead	11	
	Submitted on time	10	
	Submitted a day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	



RANKING INDICATORS	POINT SYSTEM		MOVs
Cont.	<b>Submission</b>	<b>Points</b>	
	9 days or more late	1	
	No Submission	0	
Quarterly Physical and Financial Accomplishment Reports based on the approved WFP submitted	<b>Submission</b>	<b>Points</b>	Copy of reports submitted to the MRDS (email screenshot, receiving copy)
	Submitted 3 days ahead	12	
	1 or 2 days ahead	11	
	Submitted on time	10	
	Submitted a day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more days late	1	
	No submission	0	
PMPP submitted to the Budget Division within the prescribed deadline	<b>Submission</b>	<b>Points</b>	<ul style="list-style-type: none"> <li>• Submitted PPMP to the Budget Division cc: MRDS (email screenshot, receiving copy)</li> <li>• Reckoning date for ranking is the date of receipt by the MRDS</li> </ul>
	Submitted 6 or more days ahead of the deadline	12	
	5 days ahead	11	
	4 days ahead	10	
	3 days ahead	9	
	2 days ahead	8	
	Submitted a day ahead	7	
	Submitted on time	6	

RANKING INDICATOR	POINT SYSTEM		MOVs
Cont.	<b>Submission</b>	<b>Points</b>	
	Submitted a day after the deadline	5	
	2 days after	4	
	3 days after	3	
	4 days after	2	
	5 days after	1	
	6 or more days after	0	
WFP submitted within the prescribed deadline	<b>Submission</b>	<b>Points</b>	<ul style="list-style-type: none"> <li>• Submitted WFP (hard or e-copy) to the Budget Division cc: MRDS (email screenshot, receiving copy)</li> <li>• Reckoning date for ranking is the date of receipt</li> </ul>
	Submitted 6 days or more ahead of the deadline	12	
	5 days ahead	11	
	4 days ahead	10	
	3 days ahead	9	
	2 days ahead	8	
	Submitted a day before the deadline	7	
	Submitted on time	6	
	Submitted a day after the deadline	5	
	2 days after	4	
	3 days after	3	
	4 days after	2	
	5 days after	1	
	Submitted 6 or more days after the deadline	0	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Ageing of cash advances	<b>Accomplishment over Target</b>	<b>Points</b>	<ul style="list-style-type: none"> <li>• Submission of liquidation documents after travel and after use of operational cash advances</li> <li>• Based on existing guidelines (item 5.1.3 of COA Circular 97002 dated February 10, 1997 and sec. 16 of EO No. 248 dated May 29, 1995), the prescribed deadlines for different types of cash advances incurred are as follows: <ul style="list-style-type: none"> <li>TEV (local) - within 30 days upon return to permanent official station</li> <li>TEV (foreign) - within 60 days upon return to permanent official station</li> <li>Special Activities - within 30 days after each 15 days/end of month day period</li> <li>Petty Cash Fund - within 20 days after the end of the year</li> </ul> </li> </ul>
	Local/ Special Activities		
	Within 5 days	12	
	Within 10 days	11	
	Within 15 days	10	
	Within 20 days	9	
	Within 25 days	8	
	Within 30 days	7	
	After 35 days	6	
	After 40 days	5	
	After 45 days	4	
	After 50 days	3	
	After 55 days	2	
	After 60 days	1	
	Foreign		
	Within 5 days	12	
	Within 10 days	11	
	Within 15 days	10	
	Within 20 days	9	
	Within 25 days	8	
	Within 30 days	7	
	After 35 days	6	
	After 40 days	5	
	After 45 days	4	
	After 50 days	3	
	After 55 days	2	
After 60 days	1		

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Number of fora, conferences, and workshops conducted with reports submitted by the end of December 2020	<b>Accomplishment over Target</b>	<b>Points</b>	List of fora and conferences organized, conducted and facilitated with reports submitted by the end of December 2020
	101% and above	12	
	100%	11	
	99%	10	
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90%	1	
Representation in regional and international meetings, workshops, and conferences	<b>Submission</b>	<b>Points</b>	Official travel report / and conference reports (email screenshot, receiving copy)
	Within 30 days	12	
	Within 45 days	8	
	Within 60 days	4	
	After 60 days	0	
PCOO training conducted with report submitted to the Training Section and MRDS within 30 days after the training	<b>Submission</b>	<b>Points</b>	Copy of the report submitted to the Training Section cc MRDS (email screenshot, receiving copy)
	Submitted 3 days ahead	12	
	1 or 2 days ahead	11	
	Submitted on time	10	
	Submitted a day after	9	
	2 days after	8	
	3 days after	7	
	4 days after	6	
	5 days after	5	
	6 days after	4	
	7 days after	3	
	8 days after	2	
	9 or more days after	1	
	No submission	0	

<b>RANKING INDICATORS</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
	<b>Submission</b>	<b>Points</b>	
DPCR based on approved OPCR submitted to the Personnel Section	Submitted 3 days ahead	12	Copy of the DPCR submitted to the Personnel Section cc MRDS (email screenshot, receiving copy)
	1 or 2 days ahead	11	
	Submitted on time	10	
	Submitted a day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more days late	1	
	No submission	0	
	OPCR based on approved SPMS guidelines submitted to Personnel Section on the set deadline	Submitted 3 days ahead	
1 or 2 days ahead		11	
Submitted on time		10	
Submitted a day late		9	
2 days late		8	
3 days late		7	
4 days late		6	
5 days late		5	
6 days late		4	
7 days late		3	
8 days late		2	
9 or more days late		1	
No submission		0	

<b>RANKING INDICATOR</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
75% of total personnel with Quarterly Leave Credits updated for 2020	<b>Percent</b>	<b>Points</b>	Copy of reports submitted to the Personnel Section (email screenshot, receiving copy)
	88% - 100%	12	
	76% - 87%	11	
	75%	10	
	74%	9	
	73%	8	
	72%	7	
	71%	6	
	70%	5	
	69%	4	
	68%	3	
	67%	2	
	66%	1	
	65%	0	
100% submission of SALN to Personnel Section on the prescribed deadline	<b>Submission</b>	<b>Points</b>	Copy of SALN submitted to Personnel Section (screenshot of email, receiving a copy)  Certification of Submitted SALN from the CSC. (screenshot of email, receiving a copy)
	Submitted 3 days ahead	12	
	2 days ahead	10	
	Submitted a day ahead	9	
	Submitted on time	8	
	Submitted a day late	7	
	2 days late	6	
	3 days late	5	
	4 days late	4	
	5 days late	3	
	6 days late	2	
	7 days late	1	
	8 or more days late	0	
	Submission of Customer-Client Satisfaction Survey Report by the end of December 2020	<b>Submission</b>	
Submitted 3 days ahead		12	
2 days ahead		10	
Submitted a day ahead		9	
Submitted on time		8	

<b>RANKING INDICATOR</b>	<b>POINT SYSTEM</b>		<b>MOVs</b>
Cont.	<b>Submission</b>	<b>Points</b>	
	Submitted a day late	7	
	2 days late	6	
	3 days late	5	
	4 days late	4	
	5 days late	3	
	6 days late	2	
	7 days late	1	
	8 or more days late	0	
Implementation of Quality Management System (QMS) ISO 9001:2015	<b>Accomplishment</b>	<b>Points</b>	
a. 2 Management Reviews conducted	2 reports	12	Management Review Reports (MRR)
	No report	0	
b. 1 External Audit Passed	100% (passed)	12	CIP Surveillance Audit Report
	Failed	0	