

REPUBLIC OF THE PHILIPPINES **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE** Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon Malacañang, Manila

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 QualityAudit; 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:

Ranking	Performance Category					
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:

Performance Category	Multiple of Basic Salary
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

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

A. EDP / New Media Services

B. OLA			
RANKING INDICATORS	POINT SYS	MOVs	
Percentage of legal	Submission	Points	Copy of reports on
opinions rendered within 15 days upon	2 days ahead	12	legal opinions - submitted to the
receipt of request with	1 day ahead	11	OUALA (email
complete attachments/ documents	On time	10	screenshot, receiving copy)
	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	

RANKING INDICATORS	POINT SYSTEM				MOVs
Percentage of contracts reviewed within 15 days	Submission Date	Percent	Points	•	Copy of reviewed
from receipt of request with complete attachments/ documents	Submitted 2 days or more ahead of the deadline	101% and above	12	•	contract Reckoning date for ranking is the date of
	1 day ahead	100%	11		receipt of the
	Submitted on the day of the deadline	99%	10		review by the unit concerned
	1 day after	98%	9		
	2 days after	97%	8		
	3 days after	96%	7		

RANKING INDICATORS	POIN	POINT SYSTEM			
Cont.	Submission	Percent	Points		
	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 or more	90%	1		

C. MRDS

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

	YSTEM	MOVs
Submission	Dointa	Copy of Minutes of
Date	Points	Execom / Mancom
Submitted		Meeting attested by the
5 calendar	12	OSEC (email
days ahead		screenshots / receiving
Submitted		copy.
4 calendar	11	
days ahead		
Submitted		
3 calendar	10	
days ahead		
Submitted		
2 calendar	9	
days ahead		
Submitted		
1 calendar	8	
day ahead		
On time	7	
Submitted		
1 calendar	6	
days late		
Submitted		
2 calendar	5	
days late		
3 calendar	4	
days late		
Submitted		
4 calendar	3	
days late		
Submitted		
5 calendar	2	
days late		
Submitted		
6 calendar	1	
days late		
Submitted		
7 calendar	0	
	DateSubmitted5 calendardays aheadSubmitted4 calendardays aheadSubmitted3 calendardays aheadSubmitted2 calendardays aheadSubmitted1 calendardays aheadSubmitted1 calendardays aheadSubmitted1 calendardays lateSubmitted2 calendardays lateSubmitted2 calendardays lateSubmitted3 calendardays lateSubmitted3 calendardays lateSubmitted3 calendardays lateSubmitted4 calendardays lateSubmitted5 calendardays lateSubmitted5 calendardays lateSubmitted5 calendardays lateSubmitted5 calendardays lateSubmitted5 calendardays lateSubmitted6 calendardays lateSubmitted6 calendardays lateSubmitted6 calendardays lateSubmitted6 calendardays lateSubmitted6 calendardays lateSubmitted6 calendardays lateSubmitted <td>DatePointsSubmitted12Submitted12days ahead11days ahead11days ahead3 calendarSubmitted3 calendar3 calendar10days ahead2 calendarSubmitted2 calendar1 calendar8day ahead7Submitted1 calendar1 calendar6days late7Submitted2 calendar1 calendar6days late3 calendarSubmitted1 calendar1 calendar6days late3 calendarSubmitted43 calendar4days late3Submitted3 calendar3 calendar4days late3Submitted2Submitted3for alendar1days late3Submitted3Submitted3for alendar1for alendar1<td< td=""></td<></td>	DatePointsSubmitted12Submitted12days ahead11days ahead11days ahead3 calendarSubmitted3 calendar3 calendar10days ahead2 calendarSubmitted2 calendar1 calendar8day ahead7Submitted1 calendar1 calendar6days late7Submitted2 calendar1 calendar6days late3 calendarSubmitted1 calendar1 calendar6days late3 calendarSubmitted43 calendar4days late3Submitted3 calendar3 calendar4days late3Submitted2Submitted3for alendar1days late3Submitted3Submitted3for alendar1for alendar1 <td< td=""></td<>

D. Executive Offices

ANNEX B – General Administrative Support Services Cluster

RANKING INDICATORS FOR PERFORMANCEP-BASED BONUS FY 2020

RANKING INDICATORS	ΡΟΙΝΊ	'S SYSTEI	M	MOVs
Needs Assessment Report and 5-Year (2020	Submission Date	Percent	Points	Copy of the Needs
– 2025) HR Plan submitted by December	7 days or more ahead	101%	12	Assessment Report and HR
2020	6 days ahead	100%	11	Plan received by the OASA
	5 days ahead	99%	10	(email screenshots,
	4 days ahead	98%	9	receiving copy)Reckoning
	3 days ahead	97%	8	date for ranking is the
	2 days ahead	96%	7	date of receipt of both
	1 day ahead	95%	6	documents by
	On schedule	94%	5	the OASA
	A day late	93%	4	
	2 days late	92%	3	
	3 days late	91%	2	
	4 days late	90%	1	

A. Personnel Section

B. Budget Division

RANKING INDICATORS	POINTS	SYSTEM	MOVs
Budget Utilization Rate	Utilization	Points	Report of utilization
(BUR 1) – Obligation	Rate	1 011100	rate submitted to the
Rate: Ratio of Amount	101% and	12	OD Finance cc:
Obligated Budget versus	above	14	MRDS (email
Allotment (BUR 1 &	100%	11	screenshot, receiving
BUR 2)	99%	10	copy)
	98%	9	
	97%	8	
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	

Cont.	90%	1	
Budget Utilization Rate (BUR 2) – Disbursement	Utilization Rate	Points	• Report of utilization rate submitted to the
Rate: Ratio of Amount Disbursed versus	101% and above	12	OD Finance cc: MRDS (email
Obligated Amount	100%	11	screenshot, receiving
	99%	10	copy)
	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	POIN	r system	I	MOVs
Accountability Reports (BFARs) based on DBM-	Submission Date	Percent	Points	Submitted BFAR to OD Finance,
COA Joint Circular No. 2014-01 Guidelines on Prescribing the Use of Modified Formats of the	б or more days ahead of the deadline	101%	12	COA and DBM cc: MRDS (email screenshot, receiving copy)
Budget and Financial Accountability Reports (BFARs) Submitted to	5 days ahead	100%	11	
COA and DBM	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 RANKING POINT SYSTEM **MOVs INDICATORS** Certificate of Percentage of Percentage Percent **Points** Reconciliation property, plant, Reconciliation with and equipment notation of the 71% - 100% 101% 12 data for the last 5 COA received by reconciled years (2015-2020) OASA 70% reconciled 100% 11 reconciled based on audit findings 61% - 69% 99% 10 submitted to COA reconciled by end of 56% - 60% 98% 9 December 2020 reconciled 51% - 55% 97% 8 reconciled 46% - 50% 96% 7 reconciled 41% - 45% 6 95% reconciled 36% - 40% 94% 5 reconciled 31% - 35% 93% 4 reconciled 26% - 30% 92% 3 reconciled 21% - 25% 91% 2 reconciled

Cont.	1% - 20% reconciled	90%	1	
	Timeliness	Percent	Points	Certificate of
	6 or more days before the deadline	101%	12	Reconciliation with notation of the COA duly received
	5 days before	100%	11	by OASA (email
	4 days before	99%	10	screenshot,
	3 days before	98%	9	receiving copy)
	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

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

RANKING INDICATORS	POINT SY	STEM	MOVs
Cont.	Percent	Points	
	91%	2	
	90% and	1	
	below	1	
Percentage of trained	Percent	Points	Verified / certified
relevant interested	101%	12	reports submitted with
parties on FOI vis-à-vis	100%	11	links / screenshots of
targets by the end of	99%	10	evidence of use (links /
December 2020	98%	9	screenshots saved to
	97%	8	drive)
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and	1	
	below	1	
Percentage / number of	Percent	Points	Verified / certified
compliant government	101%	12	reports submitted with
agencies to FOI	100%	11	links / screenshots of
requirements vis-à-vis	99%	10	evidence of use (links /
targets by end of	98%	9	screenshots saved to
December 2020	97%	8	drive)
	96%	7	
	95%	6	
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and	1	
	below		
Major frontline service	Submission	Points	Copy of report
(Citizen's Charter)	Submitted 3	12	submitted to the PCOO
submitted to PCOO	days ahead	14	Citizen's Charter Team
Citizen's Charter Team	1 to 2 days	11	(email screenshot/
per MC 2020-1 deadline	ahead		receiving copy)
	On time	10	
	Submitted 1	9	
	day late		
	2 days late	8	
	3 days late	7	

RANKING INDICATORS	POINT SY	STEM	MOVs
Cont.	Submission	Points	
	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	0	
	submission	0	

ANNEX D – ALL DELIVERY UNITS

RANKING INDICATORS FOR PERFORMANCE-BASED BONUS FY 2020

RANKING INDICATOR	POINT SY	STEM	MOVs
Number of policies /	Percent	Points	Copy of policies /
guidelines/ work	101%	12	guidelines / work
process issued /	100%	11	process issued/
adopted vis-à-vis	99%	10	adopted submitted to
targets by the end of	98%	9	OSEC (email
December 2020	97%	8	screenshot, receiving
	96%	7	copy of Records
	95%	6	Section)
	94%	5	
	93%	4	
	92%	3	
	91%	2	
	90% and	1	
	below	1	
First and Second	Percent	Points	Copy of report
Semester Narrative	Complete	12	submitted to the OSEC
Accomplishment	1 st revision		cc: MRDS (email
Reports based on the	based on	6	screenshot, receiving
prescribed format	completeness		copy)
submitted to OSEC by	2 nd revision		
the end of December	based on	4	
2020	completeness		
	3 rd revision		
	based on	2	
	completeness		
	4 th revision		
	and above	1	
	based on	-	
	completeness		
	Submission	Points	_
	Submitted 3	12	
	days ahead		-
	1 or 2 days	11	
	ahead		-
	Submitted	10	
	on time		-
	Submitted 1	9	
	day late	0	-
	2 days late	8	

RANKING INDICATORS	POINT S	YSTEM	MOVs
Cont.	Submission	Points	
	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	1	
	days late	T	
	No	0	
	submission	0	
Quarterly Budget	Utilization	Points	Copy of report on
Utilization Rate by end	Rate		budget utilization
of 2020 (Allotment vs.	100%	12	submitted to Budget
Obligations)	95% - 99%	11	Division cc: MRDS
	90% - 94%	10	(email screenshot,
	80% - 89%	9	receiving copy)
	75% - 79%	8	
	70% - 74%	7	
	65% - 69%	6	
	60% - 64%	5	
	55% - 59%	4	
	46% - 54%	3	
	45% - 49%	2	
	Less than	1	
	44%		
Annual Procurement	Submission	Points	Copy of APP emailed
Plan submitted to	Submitted 3	12	to Budget Division
Budget Division per MC	days ahead	14	cc: MRDS
2020-1 deadline	1 or 2 days	11	Copy of Verification
	ahead		with the GPPB or
	Submitted	10	PBB Taskforce
	on time		(email screenshot,
	Submitted a	9	receiving copy)
	day late		_
	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 S	YSTEM	MOVs
Cont.	Submission	Points	
	9 days or	1	
	more late	T	
	No	0	
	Submission	0	
Quarterly Physical and	Submission	Points	Copy of reports
Financial	Submitted 3	12	submitted to the MRDS
Accomplishment Reports	days ahead	14	(email screenshot,
based on the approved	1 or 2 days	11	receiving copy)
WFP submitted	ahead	11	
	Submitted	10	
	on time	10	
	Submitted a	9	
	day late	2	
	2 days late	8	
	3 days late	7	
	4days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more	1	
	days late	T	
	No	0	
	submission	0	
PMPP submitted to the	Submission	Points	• Submitted PPMP to
Budget Division within	Submitted 6		the Budget Division
the prescribed deadline	or more		cc: MRDS (email
	days ahead	12	screenshot,
	of the		receiving copy)
	deadline		Reckoning date for
	5 days	11	ranking is the date
	ahead	••	of receipt by the
	4 days	10	MRDS
	ahead	10	_
	3 days	9	
	ahead	2	_
	2 days	8	
	ahead	~	4
	Submitted a	7	
	day ahead	•	4
	Submitted	6	
	on time	-	

RANKING INDICATOR	POINT S	YSTEM	MOVs
Cont.	Submission	Points	
	Submitted a		
	day after	5	
	the deadline		
	2 days after	4	1
	3 days after	3	1
	4 days after	2	1
	5 days after	1	1
	6 or more	0	1
	days after	0	
WFP submitted within	Submission	Points	Submitted WFP
the prescribed deadline	Submitted 6		(hard or e-copy) to
-	days or		the Budget Division
	more ahead	12	cc: MRDS (email
	of the		screenshot,
	deadline		receiving copy)
	5 days	1 1	Reckoning date for
	ahead	11	ranking is the date
	4 days	10	of receipt
	ahead	10	_
	3 days	9	
	ahead	9	
	2 days	8	
	ahead	0	
	Submitted a		
	day before	7	
	the deadline		
	Submitted	6	
	on time	0	
	Submitted a		
	day after	5	
	the deadline		
	2 days after	4	
	3 days after	3	
	4 days after	2	
	5 days after	1]
	Submitted 6]
	or more	0	
	days after	U	
	the deadline		

RANKING INDICATORS	POINT SYSTI	EM	MOVs
Ageing of cash advances	Accomplishment over Target	Points	Submission of
	Local/ Special Ac	tivities	liquidation documents after
	Within 5 days	12	travel and after use of operational
	Within 10 days	11	cash advances
	Within 15 days	10	Based on existing
	Within 20 days	9	guidelines (item
	Within 25 days	8	5.1.3 of COA Circular 97002
	Within 30 days	7	dated February 10,
	After 35 days	6	1997 and sec. 16 of EO No. 248
	After 40 days	5	dated May 29,
	After 45 days	4	1995), the prescribed
	After 50 days	3	deadlines for
	After 55 days	2	different types of cash advances
	After 60 days	1	incurred are as
	Foreign		follows:
	Within 5 days	12	TEV (local) - within 30
	Within 10 days	11	days upon return to permanent official
	Within 15 days	10	station
	Within 20 days	9	TEV (foreign) - within 60 days upon return to
	Within 25 days	8	permanent official
	Within 30 days	7	station
	After 35 days	6	Special Activities -
	After 40 days	5	within 30 days after each 15 days/end of
	After 45 days	4	month day period
	After 50 days	3	Petty Cash Fund -
	After 55 days	2	within 20 days after the end of the year
	After 60 days	1	, , , , , , , , , , , , , , , , , , ,

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

RANKING INDICATORS	POINT S	YSTEM	MOVs
DPCR based on	Submission	Points	Copy of the DPCR
approved OPCR	Submitted		submitted to the
submitted to the	3 days	12	Personnel Section cc
Personnel Section	ahead		MRDS (email
	1 or 2 days	1.1	screenshot, receiving
	ahead	11	copy)
	Submitted	10	
	on time	10	
	Submitted	9	
	a day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	б	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	9 or more	1	
	days late	1	
	No	0	
	submission	0	
OPCR based on	Submission	Points	Copy of the OPCR
approved SPMS	Submitted		submitted to the
guidelines submitted to	3 days	12	Personnel Section cc
Personnel Section on the	ahead		MRDS (email
	ancau		
set deadline	1 or 2 days	11	screenshot, receiving
	1 or 2 days ahead	11	screenshot, receiving copy)
	1 or 2 days ahead Submitted		
	1 or 2 days ahead	11 10	
	1 or 2 days ahead Submitted on time Submitted	10	
	1 or 2 days ahead Submitted on time Submitted a day late	10 9	
	1 or 2 days ahead Submitted on time Submitted	10 9 8	
	1 or 2 days ahead Submitted on time Submitted a day late	10 9 8 7	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late	10 9 8 7 6	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late	10 9 8 7 6 5	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 6 days late	10 9 8 7 6 5 4	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 6 days late 7 days late	10 9 8 7 6 5 4 3	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 6 days late 7 days late 8 days late	10 9 8 7 6 5 4	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 6 days late 7 days late 8 days late 9 or more	10 9 8 7 6 5 4 3 2	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 5 days late 6 days late 8 days late 9 or more days late	10 9 8 7 6 5 4 3	
	1 or 2 days ahead Submitted on time Submitted a day late 2 days late 3 days late 4 days late 5 days late 6 days late 7 days late 8 days late 9 or more	10 9 8 7 6 5 4 3 2	

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

RANKING INDICATOR	POINT SYS?	MOVs		
Cont.	Submission	Points		
	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	Accomplishment	Points		
a. 2 Management Reviews conducted	2 reports	12	Management Review	
	No report	0	Reports (MRR)	
b. 1 External Audit	100% (passed)	12	CIP Surveillance	
Passed	Failed	0	Audit Report	