

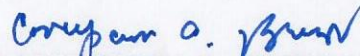
ANNEX 8

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


Department/Agency: NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)

The Agency's delivery units (DUs) composed of the Office of the Administrator (OA), Geospatial Information System Management Branch (GISMB), Hydrography Branch (HB), Mapping and Geodesy Branch (MGB), Resource Data Analysis Branch (RDAB), and the Support Services Branch (SSB) shall be forced ranked according to the following categories using the **ANNEX A** of the attached **NAMRIA Memorandum Circular No. 008 s. 2019 "Guidelines on the Ranking of Delivery Units (DUs) as Basis for Granting Performance-Based Bonus (PBB) for FY 2019 Pursuant to AO 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting Systems Memorandum Circular No. 2019-1:"**

RANKING	NUMBER OF DU/s QUALIFIED	PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Top 10%	1	Best Delivery Unit	65%
Next 25%	2	Better Delivery Unit	57.5%
Next 65%	3	Good Delivery Unit	50%


CONCEPCION A. BRINGAS
Chief, Administrative Division
Support Services Branch

Date: 26 Sept 2019


Usec. PETER N. TIANGCO, PhD
Administrator, NAMRIA

Date: 26 Sept. 2019

*Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2019



SEP 26 2019

MEMORANDUM CIRCULAR

No. 008
Series of 2019

TO : All Employees

SUBJECT : Guidelines on the Ranking of Delivery Units (DUs) as Basis for Granting Performance-Based Bonus (PBB) for FY 2019 Pursuant to AO 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting Systems Memorandum Circular No. 2019-1

1.0 BACKGROUND AND RATIONALE

- 1.1. In 2011, the Aquino administration created an Inter-Agency Task Force consisting of the Department of Budget (DBM) and Management as chair and co-chaired by the Office of the Executive Secretary (OES), with the National Economic and Development Authority (NEDA), Presidential Management Staff (PMS), and Department of Finance (DOF) as members, through Administrative Order No. 25 signed on December 21, 2011.

The creation of the Task Force, otherwise known as the AO 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting Systems, intends to develop a unified and integrated Results-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch of Government incorporating a common set of performance scorecard, and at the same time, creating an accurate, accessible, and up-to-date government-wide, sectoral, and organizational performance information system. This is to rationalize, harmonize, streamline, simplify, integrate and unify the efforts of government agencies mandated to exercise broad oversight of government agencies' performance relative to the National Leadership's Agenda, the Philippine Development Plan (PDP) 2011-2016, agency mandates, commitments and targets.

- 1.2. In 2012, by virtue of Executive Order No. 80, the Philippine Government introduced the Performance-Based Incentive System (PBIS), a new incentive system for government employees both civilian and uniformed personnel. Under the PBIS, employees may receive two incentives, the PBB and the Productivity Enhancement Incentives (PEI).

The PBB will be given to the employees every succeeding year based on their contribution to the accomplishments of their department, agency or office. The PEI is given not earlier than 15th of December of each year to an employee should he/she achieves a performance rating of satisfactory or higher.

- 1.3. For FY 2019, the eligibility criteria and conditions for the grant of PBB is in support to President Duterte's desire of creating comfortable life for every Filipino by focusing on streamlining government services with the implementation of Republic Act (RA) No.11032 known as the ***Ease of Doing Business (EODB) and Efficient Government Service Act of 2018*** to simplify government processes and ensure citizen-centric public service delivery as stated in the Purpose of AO 25 MC No.2019-1.

2.0 PURPOSE

This MC is issued to prescribe the criteria and conditions including the indicators for the ranking of Delivery Units for the grant of Performance-Based Bonus for FY 2019.

3.0 COVERAGE

- 3.1. The six (6) Delivery Units of the NAMRIA namely:
 - 3.1.1. Office of the Administrator
 - 3.1.2. Hydrography Branch
 - 3.1.3. Mapping and Geodesy Branch
 - 3.1.4. Resource Data Analysis Branch
 - 3.1.5. Geospatial Information System Management Branch
 - 3.1.6. Support Services Branch
- 3.2. All officials and employees of eligible Delivery Units holding regular plantilla positions.

4.0 ELIGIBILITY CRITERIA

- 4.1. The agency and individuals shall be eligible to the grant of PBB upon satisfaction of requirements as prescribed in Sections 3.0, 4.0, and 5.0 of AO 25 IATF MC No.2019-1.
- 4.2. An individual may not be eligible to PBB should he/she fall under the circumstances as prescribed in Sections 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, and 6.15 of same MC.

5.0 RANKING OF DELIVERY UNITS AND PBB RATES

- 5.1 The Agency's delivery units (DUs) composed of the Office of the Administrator (OA), Geospatial Information System Management Branch (GISMB), Hydrography Branch (HB), Mapping and Geodesy Branch (MGB), Resource Data Analysis Branch (RDAB), and the Support Services Branch (SSB) shall be forced ranked according to the following categories:

RANKING	NUMBER OF DU/s QUALIFIED	PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Top 10%	1	Best Delivery Unit	65%
Next 25%	2	Better Delivery Unit	57.5%
Next 65%	3	Good Delivery Unit	50%

- 5.2. Only personnel belonging to eligible Delivery Units are qualified for PBB. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019 upon satisfaction of conditions prescribed in Sections 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8 and 6.9 of AO 25 IATF MC No.2019-1.
- 5.3. Ranking of delivery units shall be determined using the NAMRIA System of Ranking the Delivery Units for FY 2019 PBB, as provided in **Annex A** of this MC.

6.0. ROLES AND RESPONSIBILITIES

The roles and responsibilities of officials and/or offices are as follows:

Official/Office	Roles/Responsibilities
Administrator	Approval of ranking indicators through a Memorandum Circular
Performance Management Group Chairperson	<ul style="list-style-type: none"> a. Monitoring submission and compliance to eligibility requirements for PBB b. Conduct of meetings pertaining to the identification of indicators for the ranking of DUs for PBB c. Promulgation of decisions if there are ties in the ranking
Performance Management Group	<ul style="list-style-type: none"> a. Identification, preparation and finalization of ranking indicators of DUs b. Validation and finalization of the initial assessment/ranking of DUs prepared by the PMT.
Performance Management Team	Conduct of initial assessment/ranking of DUs for the PBB
Policy and Planning Division, Financial and Management Division, Property and Supply Management Section, Administrative Division, Human Resource Management Section, Administrative Division, Internal Quality Audit Team, and Citizen's Charter Team	Preparation and submission of eligibility and compliance requirements, report on submission, and means of verification as basis for the ranking of DUs
Human Resource Management Section, Administrative Division	Preparation and submission of Form 1.0: Report on Ranking of Delivery Units to AO 25 TWG

7.0. TIMELINE FOR FY 2019 IMPLEMENTATION

- 7.1. The requirements for PBB shall be submitted by the responsible units not later than the prescribed deadlines set by AO 25 IATF as provided in **Annexes B and C** of this MC.
- 7.2. Means of Verification (MOVs) which shall serve as basis for the ranking of DUs shall be submitted to the PMT Chairperson through PPD not later than 10 January 2020.

8.0. FEEDBACK AND CHANGE MANAGEMENT

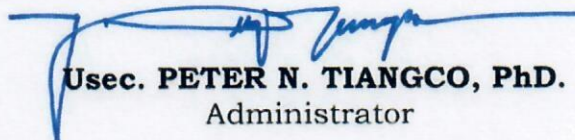
- 8.1. Ranking of Delivery Units shall be posted in conspicuous places within the agency premises and survey vessels, agency website, and communicated to all employees through the agency's IMail.
- 8.2. Final ranking and eligibility of individuals shall be posted upon receipt of the AO25's letter eligibility to PBB 2019.
- 8.3. Issues, concerns and complaints related to eligibility and ranking shall be coursed through and acted upon by the agency's Grievance Committee.

9.0. INFORMATION AND COMMUNICATION

This Circular shall be cascaded, posted in conspicuous spaces and provided to all employees of the agency through IMail.

10.0. EFFECTIVITY

This Circular shall take effect immediately.


Usec. PETER N. TIANGCO, PhD.
Administrator

ANNEX A:

SYSTEM OF RANKING OF DELIVERY UNITS FOR FY 2019 PBB

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs	
		Accomplishment/ Date of Submission	Points		
Office of the Administrator and all Branches	1. Budget Utilization Rate (BUR) by end of December 2019	100%	12	Copy of report on Budget Utilization Rate from FMD-Budget Section	
		95% - 99.99%	9		
		- Ratio of Total obligation to total allotment	91% - 94.99		6
		- Ratio of Total Disbursement to total Obligations	below 91%		3
	2. Physical Accomplishment Rates	100%	12	PPD Report	
		95% - 99.99%	9		
		91% - 94.99	6		
		below 91%	3		
	3. Approved Branch monthly Physical and Financial Accomplishment Reports (PFARS) based on targets and using the prescribed QMS forms submitted to PPD every 25 th of the month	submitted on or before deadline	12	Logbook/ branch receiving copy/PPD record	
		1 day late	9		
		2 days late	6		
		3 days late	3		
	4. 2019 approved DPCR semestral commitment based on approved SPMS Guidelines submitted to PPD on:	submitted on or before deadline	12	PPD logbook/ Branch receiving copy	
		1 day late	9		
		2 days late	6		

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	1st Sem- 30 March 2019 2nd Sem- 30 March 2019	3 days late	3	
	5. 2019 approved DPCR Accomplishments by branch submitted to PPD on: 1st Sem- 15 August 2019 2nd Sem- 31 January 2020	submitted on or before deadline	12	PPD logbook/ Branch receiving copy
		1 day late	9	
		2 days late	6	
		3 days late	3	
	6. 100% of all approved IPCR commitments by Branch submitted to AD/HRMS on: 1st Sem- 30 March 2019 2nd Sem- 30 March 2019	submitted on or before deadline	12	Summary of branch submission from HRMS/ logbook
		1 day late	9	
		2 days late	6	
		3 days late	3	
	7. 100% of approved IPCR accomplishments by Branch submitted to AD/HRMS on: 1st Sem- 05 August 2019 2nd Sem- 05 February 2020	submitted on or before deadline	12	
		1 day late	9	
		2 days late	6	
		3 days late	3	
	8. 2020 approved branch Project Management Procurement Plan (PPMP) based on the revised IRR of RA 9184 (Government	submitted on or before deadline	12	Branch consolidated PPMP transmittal/AD-PSMS logbook/ receiving copy
		1 day late	9	
		2 days late	6	

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	Procurement Reform Act) submitted to AD-PSMS on 16 September 2019	3 days late	3	
	9. 2018 SALN by branch submitted to AD/HRMS on 28 February 2019.	100% submitted on time	12	Summary report of HRMS
		Below 100% and not submitted on time	0	
	10. Streamlining of frontline service process flow (Citizen's Charter) in compliance Section 5.0 of AO 25 IATF MC No.2019-1 submitted to the NAMRIA Citizen's Charter Team on 31 October 2019	Submitted on or before the deadline	12	Report on branch submission prepared by the CCT
		1 day late	9	
		2 days late	6	
		3 days late	3	
	11. 2020 Branch Quality Plans submitted to PPD as on the deadline as prescribed in the FY 2020 NAMRIA Operational Planning Guidelines	submitted on or before deadline	12	PPD logbook/ Routing slip/ hard copy of approved WFP
		1 day late	9	
		2 days late	6	
		3 days late	3	
	12. 2020 approved annual work and financial plans, including plans to address risks and	submitted on or before deadline	12	PPD logbook/ Routing slip/ hard copy of
		1 day late	9	

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	opportunities, submitted to PPD on the prescribed period based on the approved planning guidelines and approved FY 2020 NEP	2 days late	6	approved WFP
		3 days late	3	
	13. 2019 approved Project Folders (PFs) submitted to PPD on the prescribed date based on the FY 2019 NAMRIA Operational Planning Guidelines	submitted on or before deadline	12	PPD logbook/ PFs from PPD
		1 day late	9	
		2 days late	6	
		3 days late	3	
	14. Actions on document request, 3 working days for simple documents and 7 working days for complex and 20 for highly technical documents upon receipt	simple		Receiving copy/ logbooks/ routing slip/CRM S
		Acted within 3 days	12	
		1 day late	9	
		2 days late	6	
		3 days late	3	
		complex		
		Acted within 7 days	12	
		1 day late	9	
		2 days late	6	
		3 days late	3	
		Highly Technical		
		Acted within 20 days	12	
	1 day late	9		

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
		2 days late	6	
3 days late	3			
15. All RFAs issued are completed, submitted to and accepted by IQA Committee within 10 working days after date of issuance	Without RFAs	12	Date RFAs accepted by IQA Chair or Initiator	
	With RFAs Submitted Within 10 days	9		
	1 day late	6		
	2 days late	3		
Note: set deadlines are in Working Days				

ANNEX B:

TIMELINE FOR THE FY 2019 PBB

REQUIREMENTS		VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION	RESPONSIBLE UNITS (RUs)
Physical Targets					
Operations					
1.	Streamlining and Process Improvement of Agency Services	Composite Team from AO 25 IATF agencies	Feb 28, 2020 (small agencies) Aug 31, 2020 (big agencies)	Mar 1, 2020 (small agencies) Sept 1, 2020 (big agencies)	Citizen's Charter Team
2.	Citizen/Client Satisfaction	Composite Team from AO 25 IATF agencies	Feb 28, 2020 (small agencies) Aug 31, 2020 (big agencies)	Mar 1, 2020 (small agencies) Sept 1, 2020 (big agencies)	GISMB/ GISD
Support to Operations					
1.	QMS Certification <ul style="list-style-type: none"> Post QMS certification in TS page Submit certified true copy of QMS certificate to GQMC through DBM-SPIB 	Gov't Quality Mgt Committee (GQMC)	Dec 31, 2019	From Jan 1 – 31, 2020	QMR/SSB/ PPD
General Administration and Support Services (GASS)					
1.	BUR <ul style="list-style-type: none"> BUR-Obligations BUR-Disbursements 	DBM	Feb 28, 2020 (small agencies) Aug 31, 2020 (big agencies)	Mar 1, 2020 (small agencies) Au 31, 2020 (big agencies)	SSB/ FMD
2.	Sustained compliance with Audit Findings	COA	Dec 31, 2019	Dec 31, 2019	SSB/FMD

REQUIREMENTS		VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION	RESPONSIBLE UNITS (RUs)
3	Submission of BFARs online through the URS	DBM & COA			SSB/ FMD
	• 1 st Quarter		Apr 15, 2019	Apr 15, 2019	
	• 2 nd Quarter		Jul 15, 2019	Jul 15, 2019	
	• 3 rd Quarter		Oct 15, 2019	Oct 15, 2019	
	• 4 th Quarter		Jan 15, 2020	Jan 15, 2020	
4.	COA Financial Reports	COA	Mar 30, 2019 (small agencies)	Mar 30, 2019	SSB/FMD
			Apr 30, 2019 (big agencies)	Apr 30, 2019	
5.	Procurement Documents				SSB/ Admin-Supplies Sec
	• FY 2018 APP-non CSE	Govt Procurement Policy Board-Technical Support Office (GPPB-TSO)	Mar 31, 2019	One(1) month after the issuance of resolution	
	• Indicative FY 2020 APP-non CSE	GPPB-TSO DBM-PS	Sep 30, 2019	Sep 30, 2019	
	• FY 2019 APP-CSE	GPPB-TSO	Oct 31, 2019	Oct 31, 2019	
	• Undertaking of Early Procurement for at least 50% of goods and services	GPPB-TSO	Jan 31, 2020	Feb 1, 2020	
	• Results of FY 2018 APCPI System	GPPB-TSO	Mar 31, 2019	Mar 31, 2019	
Good Governance Conditions					
1.	Transparency Seal	DBM-OCIO	Oct 1, 2019	Oct 1, 2019	SSB/PPD & GISMB/GSDD

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION	RESPONSIBLE UNITS (RUs)
2. PhilGEPS Posting (transactions above Php1,000,000 and with Dec 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items	PhilGEPS	Jan 31, 2020	Feb 1, 2020	SSB/Admin Div.- Property Supply and Management Section
3. Citizen's/Service Charter <ul style="list-style-type: none"> • Certificate of Compliance (CoC) pursuant to Section 4.1.c of AO 25 MC No.2019-1 	Anti-Red Tape Authority	Dec 31, 2019	Dec 31, 2019	SSB/ Citizen's Charter Team
Other Cross-cutting Requirements				
1. Submission of 2018 SALN of employees	Office of the President, Ombudsman, CSC	Apr 30, 2019	Apr 30, 2019	SSB/Admin-HRMS
2. Agency Review and Compliance of Statement and Financial Disclosures. <i>Note: Departments/ Agencies shall submit a list of SALN non-filers using Form 1.</i>	CSC	Oct 1, 2019	Oct 1, 2019	SSB/ Admin - HRMS
3. FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2019 FOI Registry and Summary Report 	Presidential Communication s Operations Office (PCOO)			FOI Committee Chairperson
		Nov 30, 2019	Nov 30, 2019	
		Jan 31, 2020	Jan 31, 2020	
		Jan 31, 2020	Jan 31, 2020	

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION	RESPONSIBLE UNITS (RUs)
<ul style="list-style-type: none"> Screenshots of agency's home page 		Jan 31, 2020	Jan 31, 2020	
4. Posting of Agency's System Ranking Delivery Units	DAP	Oct 1, 2019	Oct 1, 2019	SSB/PPD
5. Submission of Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	DBM - BMBs	Feb 28, 2020 (small agencies) Aug 31, 2020 (big agencies)	Mar 1, 2020 (small agencies) Sept 1, 2020 (big agencies)	SSB/PPD & ADMIN- HRMS

ANNEX C:

**DATES TO REMEMBER
FOR 2019 PBB REQUIREMENTS**

DATE	REPORTS	RESPONSIBLE UNITS (RUs)
2019		
JANUARY	-	
MARCH - 31	Small Agencies: COA Financial Reports FY 2019 APP- non CSE Results of FY 2018 APCPI System	FMD/ Accounting AD/ PSMS AD/ PSMS
APRIL - 15	1 st Quarter BFARs	FMD/ Budget
- 30	Submission of 2018 SALN	AD/HRMS
JULY - 15	2 nd Quarter BFARs	FMD/Budget
AUGUST	-	
SEPTEMBER - 30	-Indicative FY 2020 APP-non CSE	AD/ PSMS
OCTOBER - 01	Transparency Seal	PPD/GISMB
- 01	Agency Review and Compliance Procedure of SALN	AD/HRMS
- 01	System of Ranking Delivery Units	PPD
- 15	3 rd Quarter BFARs	FMD/Budget
NOVEMBER - 30	People's FOI Manual	AD/Records Section
DECEMBER - 31	QMS Certification	QMR
- 31	Sustained Compliance with Audit Findings	FMD/Accounting
- 31	Citizen's/Service Charter: Certificate of Compliance (CoC) pursuant to Section 4.1.c of AO 25 MC No.2019-1	

DATE	REPORTS	RESPONSIBLE UNITS (RUs)
2020		
JANUARY - 15 - 31 - 31 - 31 - 31 - 31	4 th quarter 2019 BFARs Deadline to update of PhilGEPS postings including postings for Early Procurement Deadline to submit explanation/s for non-updating of PhilGEPS postings Undertaking of Early Procurement for at least 50% of goods and services Posting of Agency Information Inventory 2019 FOI Registry and Summary Report	FMD/ Budget AD/ PSMS AD/PSMS AD/PSMS FOI Committee FOI Committee
FEBRUARY - 28	<u>Small Agencies:</u> Streamlining and Process Improvements Citizen/Client Satisfaction BUR Form 1 and Evaluation Matrix	Citizen's Charter Team FMD/Acctg/ Budget AD/HRMS/PPD