


## ANNEX 8

### GUIDELINE/MECHANICS IN THE RANKING OF OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2020 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. 012 s. 2020 "Guidelines on the Ranking of Delivery Units (DUs) as Basis for the Grant of Fiscal Year (FY) 2020 Performance-Based Bonus under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016"** pursuant to **AO 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting Systems Memorandum Circular No. 2020-1:**

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: SEP 29 2020

  
**Usec. PETER N. TIANGCO, PhD**  
Administrator, NAMRIA

Date: SEP 29 2020

\*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, 2020





## MEMORANDUM CIRCULAR

No. 012 nje  
Series of 2020

SEP 29 2020

**TO : All Employees**

**SUBJECT : Guidelines on the Ranking of Delivery Units (DUs) as Basis for the Grant of Fiscal Year (FY) 2020 Performance-Based Bonus under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016**

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### 1.0 BACKGROUND AND RATIONALE

In 2012, under Executive Order No.80, the Aquino administration introduced the Performance-Based Incentive System (PBIS). Under this system, government employees may receive two incentives: the Performance-Based Bonus (PBB) and the Productivity Enhancement Incentive (PEI). These incentives aim to reward and encourage exemplary performance among public servants in national government.

The PBB is a top-up incentive given to employees based on their contribution to the achievement of their organization's targets and commitments subject to eligibility of their respective department/agency based on criteria set by 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).

For FY 2020 the same eligibility criteria and conditions for FY 2019 are given 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** in promoting integrity, transparency, accountability, proper management of public affairs and public property, as well as to establish effective practices, aimed at the efficient turn-around of the delivery of government services and the prevention of graft and corruption in government as stated in the Purpose of AO 25 IATF Memorandum Circular No.2020-1.

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#### NAMRIA OFFICES:

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## **2.0 PURPOSE**

This MC is issued to prescribe the criteria and indicators for the eligibility and ranking of DUs as basis for the grant of PBB for FY 2020.

## **3.0 COVERAGE**

All officials and employees holding regular plantilla positions under the eligible DUs of this authority namely:

- 3.1. Office of the Administrator (OA)
- 3.2. Hydrography Branch (HB)
- 3.3. Mapping and Geodesy Branch (MGB)
- 3.4. Resource Data Analysis Branch (RDAB)
- 3.5. Geospatial Information System Management Branch (GISMB)
- 3.6. Support Services Branch (SSB)

## **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, 5.0 and 6.0 of AO 25 IATF MC No.2020-1.
- 4.2. An individual may not be eligible to PBB should he/she fall under the circumstances as prescribed in Sections 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, and 6.21 of same MC.

## **5.0 RANKING OF DELIVERY UNITS AND PBB RATES**

5.1 The agency's DUs shall be forced ranked according to the following categories:

<b>RANKING</b>	<b>NUMBER OF DU/s QUALIFIED</b>	<b>PERFORMANCE CATEGORY</b>	<b>MULTIPLE OF BASIC SALARY</b>
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, 2020 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, 6.10, 6.11, 6.12, and 6.13 of AO 25 IATF MC No.2020-1.

5.3. Ranking of delivery units shall be determined using the NAMRIA System of Ranking the Delivery Units for FY 2020 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:

<b>Official/Office</b>	<b>Roles/Responsibilities</b>
Administrator	Approval of ranking indicators through a Memorandum Circular
Performance Management Group Chairperson	<ul style="list-style-type: none"> <li>a. Monitoring submission and compliance to eligibility requirements for PBB</li> <li>b. Conduct of meetings pertaining to the identification of indicators for the ranking of DUs for PBB</li> <li>c. Promulgation of decisions if there are ties in the ranking</li> </ul>
Performance Management Group	<ul style="list-style-type: none"> <li>a. Identification, preparation and finalization of ranking indicators of DUs</li> <li>b. Validation and finalization of the initial assessment/ranking of DUs prepared by the PMT.</li> </ul>
Performance Management Team	Conduct of initial assessment/ranking of DUs for the PBB



Official/Office	Roles/Responsibilities
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 2020 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 **Annex B** 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 15 January 2021.

**8.0. FEEDBACK AND CHANGE MANAGEMENT**

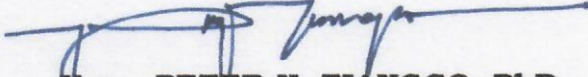
- 8.1. Ranking of Delivery Units shall be posted in conspicuous places within the agency premises and survey vessels, agency website, and communicated to all employees through the agency's IMail and conduct of virtual cascading.
- 8.2. Final ranking and eligibility of individuals shall be posted upon receipt of the AO25's letter eligibility to PBB 2020.
- 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 2020 PBB**

<b>DELIVERY UNITS</b>	<b>RANKING INDICATORS</b>	<b>POINT SYSTEMS</b>		<b>MOVs</b>	
		<b>Accomplishment/ Date of Submission</b>	<b>Points</b>		
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		
		91% - 94.99	6		
		below 91%	3		
	- Ratio of Total obligation to total allotment	- Ratio of Total Disbursement to total Obligations	100%	12	PPD Report
			95% - 99.99%	9	
			91% - 94.99	6	
			below 91%	3	
	2. Physical Accomplishment Rates	3. Approved Branch monthly Physical and Financial Accomplishment Reports (PFARS) based on targets and using the prescribed QMS forms submitted to PPD every 25 <sup>th</sup> 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	
			More than 3 days late	0	
	4. 2020 approved DPCR semestral commitment submitted to PPD on:		submitted on or before deadline	12	PPD logbook/ Branch receiving copy
			1 day late	9	



DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	Jan-Jun 2020- 17 Jan. 2020 Jul- Dec 2020- 19 Aug. 2020	2 days late	6	
		3 days late	3	
		More than 3 days late	0	
	5. Approved DPCR accomplishments by branch submitted to PPD on:  Jan-Jun 2020- 19 Aug. 2020 Jul-Dec 2020- 29 Jan. 2021	submitted on or before deadline	12	PPD logbook/ Branch receiving copy
		1 day late	9	
		2 days late	6	
		3 days late	3	
		More than 3 days late	0	
	6. 100% of all approved IPCR commitments by Branch submitted to AD/HRMS on:  Jan-Jun 2020- 17 Jan 2020 Jul-Dec 2020- 28 Aug. 2020	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	
		More than 3 days late	0	
	7. 100% of approved IPCR accomplishments by Branch submitted to AD/HRMS on on:  Jan-Jun 2020- 28 Aug. 2020 Jul-Dec 2020- 29 Jan. 2021	submitted on or before deadline	12	
		1 day late	9	
		2 days late	6	
		3 days late	3	
		More than 3 days late	0	



DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	8. 2021 approved branch Project Management Procurement Plan (PPMP) based on the revised IRR of RA 9184 (Government Procurement Reform Act) submitted to AD-PSMS on 30 September 2020.	submitted on or before deadline	12	Branch consolidated PPMP transmittal/AD-PSMS logbook/receiving copy
		1 day late	9	
		2 days late	6	
		3 days late	3	
		More than 3 days late	0	
	9. 2019 SALN by branch submitted to AD/HRMS on 14 February 2020.	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.2020-1 submitted to the NAMRIA Citizen's Charter Team on 23 November 2020.	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	
		More than 3 days late	0	
	11. 2020 Branch Quality Plans submitted to PPD as on 27 December 2019 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	
		More than 3 days late	0	



DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
	12. 2021 approved annual work and financial plans, including plans to address risks and opportunities, submitted to PPD on the prescribed period based on the approved planning guidelines and approved FY 2021 NEP (TBD)	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	
		More than 3 days late	0	
	13. 2021 approved Project Folders (PFs) submitted to PPD on the prescribed date based on the FY 2021 NAMRIA Operational Planning Guidelines (TBD)	submitted on or before deadline	12	PPD logbook/ PFs from PPD
		1 day late	9	
		2 days late	6	
		3 days late	3	
		More than 3 days late	0	
	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	<i>Simple</i>		Receiving copy/ logbooks/ routing slip/CRM S
		Acted within 3 days	12	
		1 day late	9	
		2 days late	6	
3 days late		3		
Acted beyond 3 days		0		
<i>Complex</i>				
Acted within 7 days		12		
1 day late		9		
2 days late	6			



DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date of Submission	Points	
		3 days late	3	
		Acted beyond 3 days	0	
		<i>Highly Technical</i>		
		Acted within 20 days	12	
		1 day late	9	
		2 days late	6	
		3 days late	3	
		Acted beyond 3 days	0	
	15. All RFAs issued by external and internal auditors are completed, submitted to and accepted by IQA Committee within 10 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	
		More than 2 days late	0	
Note: Set deadlines are in working days				



**ANNEX B:**

**TIMELINE FOR THE FY 2020 PBB**

<b>REQUIREMENTS</b>	<b>Office of Primary Responsibility</b>	<b>DATE OF SUBMISSION/ POSTING</b>	<b>Form</b>
<b>Physical Targets</b>			
Streamlining and process improvement of Agency Services and Digitization Initiatives	Citizen's Charter Team	February 26, 2021	Annexes 3A and 3B (Forms A/A1)
Citizen/Client Satisfaction and agency best practice	GISD-GISMB		Annex 4
Report on Ranking of Delivery Units	HRMS-Administrative Division-SSB		Form 1.0 and PBB Evaluation Matrix
<b>Good Governance Conditions</b>			
Transparency Seal	PPD, SSB and GSDD, GISMB	October 1, 2020	Annex 2
Citizen's or Service Charter	Citizen's Charter Team	December 04, 2020	Certificate of Compliance
PhilGEPs Posting	PSMS-Admin. Div, SSB	January 29, 2021	Annex 6
<b>Support to Operations</b>			
QMS Certification	Quality Management Representative	December 31, 2020	Posting of QMS Certification



<b>General Administration and Support Services</b>			
FY 2020 APP Non-CSE	PSMS- Admin. Div., SSB	March 31, 2020	<ul style="list-style-type: none"> <li>• DBM Prescribed Form</li> <li>• Posting in the TS</li> </ul>
Results of FY 2019 APCPI System	PSMS- Admin. Div., SSB	June 30, 2020	APCPI Tool (online)
Indicative 2021 APP Non-CSE	PSMS- Admin. Div., SSB	September 30, 2020	Posting in the TS
FY 2020 APP-CSE	PSMS- Admin. Div., SSB	December 15, 2020	Submit to DBM-PS Posting in the TS
Sustained Compliance with Audit Findings	FMD, SSB	December 31, 2020	Posting of QMS Certification
Early Procurement Activities	BAC and PSMS- Admin. Div., SSB	Within thirty (30) days after approval of GAA	<ul style="list-style-type: none"> <li>• Annex 10 – Certificate of EPA Compliance</li> <li>• Posting of all contracts and Notice to Proceed of all successful</li> </ul>
<b>Other Cross-Cutting Requirements</b>			
Agency's establishment of and conduct of Agency Review and Compliance of SALN	SALN Review Committee	October 1, 2020	To be posted in TS
Agency's System of Rating and Ranking of Delivery Units	PPD and Admin. Division, SSB	October 1, 2020	<ul style="list-style-type: none"> <li>• Annex 8</li> <li>• To be posted in TS</li> </ul>



Updated Peoples' FOI Manual		January 29, 2020	<ul style="list-style-type: none"> <li>• Submission to PCOO</li> <li>• Posting in the TS</li> </ul>
FOI Reports: Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report			
Modified One-page FOI Manual			
Screenshot of the Agency's home page			