

**ANNEX 8**  
**GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS**  
**FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)**

Department / Agency: **RIZAL TECHNOLOGICAL UNIVERSITY**

### **I. Purpose**

This guideline is issued to provide the system of identifying and determining the delivery units in the University which, if eligible shall be forced ranked for purposes of the grant of FY 2019 Performance-Based Bonus (PBB) pursuant to IATF Memorandum Circular No. 2019-1 dated September 3, 2019.

### **II. Coverage**

This guideline shall cover all officials and employees of Rizal Technological University holding regular plantilla positions; contractual and casual personnel having an employee-employee relationship with RTU, and whose compensation are charged to the appropriation under Personnel Services; those occupying positions in the DBM approved contractual staffing patten of the University are covered.

### **III. General Guidelines**

Rizal Technological University must satisfy the following conditions to be eligible for the grant of PBB for FY 2019:

**1.0 Good Governance Conditions (GGCs).** Satisfy 100% of the following GGCs for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF):

- 1.1 **Maintain/Update the agency Transparency Seal (TS)** pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act. The TS page should be accessible in the agency's website and contains the following:
  - 1.1.1 Agency's mandate and functions, names of its officials with their respective position and designation, and contact information;
  - 1.1.2 Annual Financial Reports;
  - 1.1.3 DBM Approved Budget and corresponding Targets for FY 2019;
  - 1.1.4 Major Projects and Programs, Beneficiaries, and status of Implementation for FY 2019; (Not Applicable)
  - 1.1.5 FY 2019 Annual Procurement Plan (FY 2019 APP non-CSE), Indicative FY 2020 APP non-CSE; and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);
  - 1.1.6 Quality Management System (QMS) Certification to ISO 9001:2015 issued by an international certifying body (ICB) accredited by the International

Accreditation Forum (JAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICB5.

1.1.7 System of Ranking Delivery Units for FY 2019 PBB.

1.1.8 The Agency Review and Compliance Procedure of Statements and Financial Disclosures

1.1.9 The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; and 2019 FOI Registry, and 2019 FOI Summary Report.

**1.2 Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non - Common Use Supplies and Equipment (Non - CSE) items.

**1.3 Maintain/Update the Citizen's or Service Charter or its equivalent,** reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

**2.0 Performance Targets of Agencies.** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019

**2.1 Citizen/Client Satisfaction.** To determine the effectiveness of the streamlining and process improvements initiated by agencies, the satisfaction level of the citizens/clients will be measured and reported. Departments/agencies should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the improvement action plan that agencies reported for FY 2018 PBB, for each service, agencies shall report the results of each action plan and the FY 2019 Citizen/Client Satisfaction Survey for each service.

**2.2 STO Target.** Initial Certification/Recertification of the agency's Quality Management System (QMS).

**2.3 General Administration and Support Services (GASS) Targets.** The common GASS targets include the following:

**2.3.1 Budget Utilization Rate (BUR)** which include Obligations BUR and Disbursement BUR.

**2.3.2 Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations Audit findings closed in FY 2018 should not recur.

- 2.3.3 Sustained compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs)** online using DBM's Unified Reporting System (URS) within 30 days after the end of each quarter
- 2.3.4 Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 072015 by posting it to the Agency TS.
- 2.3.5 Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE)** to the DBM Procurement Service on or before October 31, 2019 in the prescribed format by DBM-PS. The same should be posted in the agency TS webpage not later than October 31, 2019
- 2.3.6 Undertaking of Early Procurement** for at least 50% of the value of goods and services based on the department's/agency's budget submitted to the Congress consistent with the NEP. In implementing the cash budgeting system, the agencies should subject at least 50% of their budget for works, goods and services requirements to be procured for their FY 2020 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. Departments/Agencies should update their PhilGEPS postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS on or before January 31, 2020.

To support Early Procurement, the Indicative FY 2020 APP-non CSE consistent with the FY 2020 National Expenditure Program (NEP) should be posted on the agency TS page not later than September 30, 2019.

- 2.3.7 Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017

**3.0 Other Cost-Cutting Requirements.** The AO 25 IATF sets the following cross-cutting requirements:

- 3.1 Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 1500088.
- 3.2 Comply with the Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO).

#### IV. Eligibility of Individuals

1. The SUC President is eligible only if RTU is eligible. If eligible, the PBB rate for FY 2019 shall be equivalent to 65% of his basic salary as of December 31, 2019.
2. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the University's CSC-approved Strategic Performance Management System (SPMS).
3. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
4. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he /she shall be included in the receipt agency.
5. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
6. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave

h. Sabbatical Leave

8. An employee who is on vacation or sick leave, with or without pay, for the entire FY 2019 is not eligible to the grant of the PBB.
9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
10. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
11. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
13. Agency heads should ensure that officials and employees covered by PA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
14. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department /agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

**V. Ranking of Delivery Units**

1. Delivery units eligible for FY 2018 PBB shall be forced ranked according to the following categories:

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

2. When identifying and determining delivery units, departments/agencies must be guided by the Master List of Departments/Agencies and Prescribed Delivery Units per Department / Agency (See Annex 1 of MC-2009-1). A delivery unit is the primary subdivision of the University performing substantive functions, technical services or administrative support, as reflected in the University's Organizational Structure.
3. To facilitate the ranking of Delivery Units, the University may group or cluster the Delivery Units based on the similarities of tasks and responsibilities for the purpose of evaluating and ranking group and individual performance.
4. For purposes of clarity, the Delivery Units shall be formed from the following:

- 4.1 Colleges and Institutes
- 4.2 Offices under the General Administration and Support Services (GASS)
5. The ranking of Colleges and Institutes shall be based on SPMS / CPCR rating and contribution to the attainment of Physical Targets in the FY 2019 General appropriations Act.
  6. The Ranking of offices under the General Administration and Support Services (GASS) shall be based on the mean IPCR rating of personnel and clientele satisfaction survey of support services for the whole University.
  7. The Performance Management Team (PMT) shall deliberate on the final rating and ranking of Delivery Units based on their accomplishments vis-à-vis Organizational Outcomes / Programs, Activities and Projects, and Success Indicators in the SPMS, and recommend to the SUC President for final rating of Delivery Units.
  8. The University will respect the decision of the IATF if one or some is disqualified in the PBB after their validation.

#### VI. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Units	0.650
Better Delivery Units	0.575
Good Delivery Units	0.50

#### VII. Effectivity and Repealing Clause

This guideline on the system of ranking of Delivery Units shall take effect immediately and shall remain in effect until upon issuance of a repealing order. All other existing policy on the system of ranking of Delivery Units for the grant of FY 2019 Performance-Based Bonus (PBB) inconsistent herewith are hereby deemed modified accordingly.

  
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Date: September 30, 2019

  
**DR. MA. EUGENIA M. YANGCO**  
 Department / Agency Head

Date: September 30, 2019