

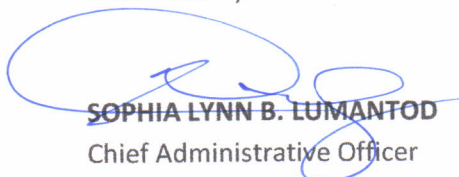
**GUIDELINES/ MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUALS FOR  
THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

In accomplishing Form 1.0, Annex 5 of DBM Memorandum Circular No. 2015-1, the performance ranking and rating of offices and employees were determined and evaluated using the following tools/ criteria:

1. We take into consideration the Commission's Mission and Vision and opted that the organizational target of each delivery unit be evaluated no later than the 4<sup>th</sup> quarter of the year immediately preceding the evaluation period *vis-à-vis* the expected accomplishment.
2. The Planning, Financial and Management Branch (PFMB)/ Corporate Planning and Programming Division (CPPD) consolidated, reviewed, validated and evaluated the initial performance assessment against the success indicators, and the allotted budget against the actual expenses.
3. The Commissioner then determined the final rating of Offices for the office performances as required based on Strategic Planning Management System/ Office Performance Commitment Review (SPMS/ OPCR).
4. The Head of Offices determined the final assessment of performance level of the individual employees in his/ her Offices adjusted to the final rating of the office performance as required on SPMS/ Individual Performance Commitment Review (SPMS/ IPCR).
5. As to the ranking of the delivery units, the criteria by the DBM was used.  
i.e. Offices/Delivery Units eligible to the PBB were force ranked based on the Office Performance according to the following categories:

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

Submitted by:

  
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