


ANNEX 8
GUIDELINE IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

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 based on the attached NAMRIA Memorandum Circular No. 006 series 2018 "Guidelines on the Ranking of Delivery Units (DUs) as Basis for Granting Performance-Based Bonus (PBB) for FY 2018 Pursuant to AO25 Inter-Agency Task Force Memorandum Circular 2018-1":

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 27 2018


USEC PETER N. TIANGCO, PhD
Administrator

Date: SEP 27 2018



SEP 28 2018

MEMORANDUM CIRCULAR

No. 006
Series of 2018

SUBJECT : Guidelines on the Ranking of Delivery Units (DUs) as Basis for Granting Performance-Based Bonus (PBB) for FY 2018 Pursuant to AO25 Inter-Agency Task Force Memorandum Circular 2018-1

1.0 BACKGROUND AND RATIONALE

- 1.1. In 2012 President Aquino signed Executive Order No. 80 Prescribing the Adoption of a Performance-Based Incentive System for Government Employees and Executive Order No. 201 Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for both Civilian and Military and Uniformed Personnel. These EOs aim to rationalize the current incentive system in the government which is generally across-the-board bonuses that is given uniformly to all civil servants; and strengthen the performance-based incentive system in recognition of government personnel who play greater role and carry a heavier responsibility in attaining performance targets and delivering results.
- 1.2. To tighten the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline and more efficient government processes, the government is leveraging the priorities of its Results-Based Performance Management System (RBPMS) and its people-centered Performance-Based Incentive System (PBIS) through requirements and conditions aiming to fight corruption, achieve higher citizen satisfaction and implement a firmer validation process to recognize outstanding performance in government service.
- 1.3 From 2012 to 2015, individuals were ranked based on their SPMS ratings and received across the board rates ranging from Php5,000 to Php35,000.

Since 2016, the PBB rates of individual employees depend on the performance ranking of the delivery unit where they belong and

rates are based on the individual's monthly basic salary as of December 31 of the current year, but not lower than Php5,000.00.

- 1.4. PBB participating departments and agencies are given authority to come up with indicators as basis for the ranking of their respective delivery units.

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 2018.

3.0 COVERAGE

3.1 All Delivery Units of the NAMRIA.

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 4.0, 5.0, 6.0 and 7.0 of IATF MC No.2018-1.
- 4.2. An individual may not be eligible to PBB should he/she fall under the circumstances as prescribed in Sections 7.9, 7.10, 7.11, 7.12, 7.13, 7.14, and 7.15 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	PERFOMANCE 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, 2018.
- 5.3. Ranking of delivery units shall be determined using the NAMRIA System of Ranking the Delivery Units for FY 2018 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, and Citizen's Charter Team	Preparation of report on submission and MOVs as basis for the ranking of DUs

7.0 TIMELINE FOR FY 2018 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 2019.

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 2018.
- 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 2018 PBB

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplish-ment/ Date of Submission	Points	
Office of the Administrator and all Branches	1. Budget Utilization Rate (BUR) by end of December 2018 - Ratio of Total obligation to total allotment - Ratio of Total Disbursement to total Obligations	100%	12	Copy of report on Budget Utilization Rate from FMD-Budget Section
		95% - 99.99%	8	
		91% - 94.99	4	
		below 91%	0	
	2. Physical Accomplishment Rates	100%	12	PPD Report
		95% - 99.99%	8	
		91% - 94.99	4	
		below 91%	0	
	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	8	
		2 days late	4	
		3 days late	0	
	4. 2018 approved DPCR annual commitment based on approved SPMS Guidelines submitted to PPD on March 30, 2018.	submitted on or before deadline	12	PPD logbook/ Branch receiving copy
		1 day late	8	
		2 days late	4	
		3 days late	0	

	5. 2018 approved DPCR Accomplishments by branch submitted to PPD on: 1 st Sem- August 15, 2018 2 nd Sem- January 10, 2019	submitted on or before deadline	12	
		1 day late	8	
		2 days late	4	
		3 days late	0	
	6. Percentage of approved IPCR Commitments/ Accomplishments by Branch based on SPMS guidelines submitted to Admin (AD)- Human Resource Management	100% submitted	12	Summary of branch submission from HRMS/ logbook
		95% - 99.99%	8	
		91% - 94.99	4	
		below 91%	0	
	7. Approved IPCR commitments by Branch submitted to AD/HRMS on March 30, 2018	submitted on or before deadline	12	Summary of branch submission from HRMS/ logbook
		1 day late	8	
	8. Approved IPCR accomplishments by Branch submitted to AD/HRMS on: 1 st Sem- August 15, 2018 2 nd Sem- January 28, 2019	2 days late	4	
		3 days late	0	
	9. 2019 approved branch Project Management Procurement Plan (PPMP) based on the revised IRR of	submitted on or before deadline	12	Branch consolidated PPMP transmittal/AD-PSMS logbook/
		1 day late	8	

	RA 9184 (Government Procurement Reform Act) submitted to AD-PSMS on August 17, 2018	2 days late	4	receiving copy
		3 days late	0	
	10. 2017 SALN by branch submitted to AD/HRMS on February 19, 2018	100% submitted on time	12	Summary report of HRMS
		Below 100% and not submitted on time	0	
	11. 1 major frontline service process flow (Citizen's Charter) per Division based on DMC No.2015-04 "SECSIME" submitted to the NAMRIA Citizen's Charter Team on June 28, 2018	Submitted on or before the deadline	12	Report on branch submission prepared by the CCT
		1 day late	8	
		2 days late	4	
		3 days late	0	
	12. 2019 Branch Quality Plans submitted to PPD on November 15, 2018	submitted on or before deadline	12	PPD logbook/ Routing slip/ hard copy of approved WFP
		1 day late	8	
		2 days late	4	
		3 days late	0	
	13. 2019 approved annual work and financial plans, including plans to address risks and opportunities, submitted to PPD on the prescribed	submitted on or before deadline	12	PPD logbook/ Routing slip/ hard copy of approved WFP
		1 day late	8	
		2 days late	4	

	period based on the approved planning guidelines and approved FY 2019 NEP	3 days late	0	
	14. 2018 approved Project Folders (PFs) submitted to PPD on the prescribed date based on the FY 2018 NAMRIA Planning Guidelines	submitted on or before deadline	12	PPD logbook/ PFs from PPD
		1 day late	8	
		2 days late	4	
		3 days late	0	
	15. 100% of external meetings, workshops, conferences in 2018 attended with reports submitted if required: - Local (inter-agency)- 15 days after attendance - Foreign- 30 days after attendance or as indicated in the TA	Local		Receiving copy/ logbook
		submitted on or before deadline	12	
		1 day late	8	
		2 days late	4	
		3 days late	0	
		Foreign		
		Submitted within number of days as indicated in the Travel Authority	12	
		1 day late	8	
		2 days late	4	
		3 days late	0	
	16. Actions on document request, 7 working days for simple documents and 15 working days for complex documents upon receipt	simple		Receiving copy/ logbooks/ routing slip/CRM S
		Acted within 7 days	12	
		1 day late	8	
		2 days late	4	
		3 days late	0	

		complex		
		Acted within 15 days	12	
		1 day late	8	
		2 days late	4	
		3 days late	0	
	17. 100% of RFAs are completed, submitted to and accepted by IQA Committee or Initiator within 10 working days after date of issuance	Submitted Within 10 days	12	Date RFAs accepted by IQA Chair or Initiator
		1 day late	8	
		2 days late	4	
		3 days late	0	
Note: set deadlines are in Working Days				

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ANNEX B:

TIMELINE FOR THE FY 2018 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, 2019 (small agencies) Aug 31, 2019 (big agencies)	Mar 1, 2019 (small agencies) Sept 1, 2019 (big agencies)	SSB/ Citizen's Charter Team
2.	Citizen/Client Satisfaction	Composite Team from AO 25 IATF agencies	Feb 28, 2019 (small agencies) Aug 31, 2019 (big agencies)	Mar 1, 2019 (small agencies) Sept 1, 2019 (big agencies)	GISMB/ GISD
3.	Physical Targets (Forms A & A-1)		Feb 28, 2019	Mar 1, 2019	SSB/PPD
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, 2018	From Jan 1 – 31, 2019	SSB/ PPD
General Administration and Support Services (GASS)					
1.	BUR <ul style="list-style-type: none"> BUR- Obligations BUR- Disbursements 	DBM	Feb 28, 2019 (small agencies) Aug 31, 2019 (big agencies)	Mar 1, 2019 (small agencies) Au 31, 2019 (big agencies)	SSB/ FMD
2.	Sustained compliance with Audit Findings	COA	Dec 31, 2018	Dec 31, 2018	SSB/FMD

3	Submission of BFARs online through the URS	DBM & COA			SSB/ FMD
	• 1 st Quarter		Apr 15, 2018	Apr 15, 2018	
	• 2 nd Quarter		Jul 15, 2018	Jul 15, 2018	
	• 3 rd Quarter		Oct 15, 2018	Oct 15, 2018	
	• 4 th Quarter		Jan 15, 2019	Jan 15, 2019	
4.	COA Financial Reports	COA	Mar 30, 2018 (small agencies) Apr 30, 2018 (big agencies)		SSB/FMD
5.	Procurement Documents				SSB/ Admin-Supplies Sec
	• FY 2018 APP-non CSE	Govt Procurement Policy Board-Technical Support Office (GPPB-TSO)	Jan 31, 2018	One(1) month after the issuance of resolution	
	• Indicative FY 2019 APP-non CSE	GPPB-TSO DBM-PS	Aug 31, 2018 Aug 31, 2018	Aug 31, 2018	
	• FY 2019 APP-CSE	GPPB-TSO	Aug 31, 2018	Aug 31, 2018	
	• Undertaking of Early Procurement for at least 50% of goods and services	GPPB-TSO	Jan 31, 2019	Aug 31, 2018	
	• Results of FY 2017 APCPI System		Aug 31, 2018	Aug 31, 2018	
Good Governance Conditions					
1.	Transparency Seal	DBM-OCIO	Oct 1, 2018	Oct 1, 2018	SSB/PPD & GISMB/GSDD
2.	PhilGEPS Posting (transactions above Php1,000,000 and with Dec 31, 2018 as cut-off), including the Early Procurement of FY 2019 Non-CSE items	PhilGEPS	Jan 31, 2019	Feb 1, 2019	SSB/Admin-Supplies Section
3.	Citizen's/Service Charter	CSC	Aug 1, 2018	Aug 1, 2018	SSB/ Citizen's Charter Team

	<ul style="list-style-type: none"> Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s. 2017 				
Other Cross-cutting Requirements					
1.	Submission of 2017 SALN of employees	Office of the President, Ombudsman, CSC	Apr 30, 2018	Apr 30, 2018	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, 2018	Oct 1, 2018	SSB/ Admin - HRMS
3.	FOI Compliance	Presidential Communication s Operations Office (PCOO)			FOI Committee Chairperson
	<ul style="list-style-type: none"> People's FOI Manual 		Sept 30, 2018	Sept 30, 2018	
	<ul style="list-style-type: none"> Agency Information Inventory 		Sept 30, 2018	Sept 30, 2018	
	<ul style="list-style-type: none"> 2017 & 2018 FOI Summary Report 		Jan 31, 2019	Jan 31, 2019	
	<ul style="list-style-type: none"> 2017 and 2018 FOI Registry 		Jan 31, 2019	Jan 31, 2019	
	<ul style="list-style-type: none"> Screenshots of agency's home page 		Sept 30, 2018	Sept 30, 2018	
4.	Posting of Agency's System Ranking Delivery Units	DAP	Oct 1, 2018	Oct 1, 2018	SSB/PPD
5.	Submission of Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	DBM - BMBs	Feb 28, 2019 (small agencies) Aug 31, 2019 (big agencies)	Mar 1, 2019 (small agencies) Sept 1, 2019 (big agencies)	SSB/PPD & ADMIN- HRMS

ANNEX C:

**DATES TO REMEMBER
FOR 2018 PBB REQUIREMENTS**

DATE	REPORTS	RESPONSIBLE UNITS (RUs)
2018		
JANUARY - 31	FY 2018 APP- non CSE	AD/ Supplies Section
MARCH - 30	Small Agencies: COA Financial Reports	FMD/ Accounting
APRIL - 15	1 st Quarter BFARs	FMD/ Budget
- 30	Big Agencies: COA Financial Reports	
- 30	Submission of 2017 SALN	AD/HRMS
JULY - 15	2 nd Quarter BFARs	FMD/Budget
AUGUST - 01	Citizen's/ Service Charter	Citizen's Charter Team
- 31	-Indicative FY 2019 APP-non CSE - FY 2019 APP-CSE - Results of FY 2017 APCPI System	AD/Supplies
SEPTEMBER - 30	-People's FOI Manual - Agency Information Inventory -Screenshot of Agency's Home Page	FOI Committee
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
DECEMBER - 31	QMS Certification	ISO QMR
- 31	Sustained Compliance with Audit Findings	FMD/Accounting
2019		
JANUARY - 15	4 th quarter 2018 BFARs	FMD/ Budget

- 31	Deadline to update of PhilGEPS postings including postings for Early Procurement	AD/ Supplies
- 31	Deadline to submit explanation/s for non-updating of PhilGEPS postings	AD/Supplies
- 31	2017 and 2018 FOI Summary Report 2017 and 2018 FOI Registry	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
AUGUST - 31	<u>Big Agencies:</u> Streamlining and Process Improvements Citizen/Client Satisfaction BUR Form 1 and Evaluation Matrix	



Republic of the Philippines
Department of Environment and Natural Resources
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

SEP 28 2018

SPECIAL ORDER

No. 576
Series of 2018

**SUBJECT : CONDUCT OF CASCADING ON THE NAMRIA'S
SYSTEM OF RANKING OF DELIVERY UNITS (DUs)
FOR GRANTING OF PERFORMANCE-BASED BONUS
FOR FISCAL YEAR 2018**

In line with the agency's compliance with Good Governance Conditions (GGCs) pursuant to the provisions of AO25 Inter-Agency Task Force (IATF) Memorandum Circular 2018-1 "Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2018 under Executive Order No.80 s. 2012 and Executive Order No.201 s. 2016," all NAMRIA officials and employees holding plantilla positions hereby authorized to participate in the abovementioned activity to be held on the following schedule and venue:

BRANCH/ PARTICIPANTS	DATE	TIME	VENUE
SSB and MGB	October 10, 2018	8:30 AM to 11:30 AM	NAMRIA Lecture Hall, Fort Bonifacio, Taguig City
RDAB and GISMB		1:30 PM to 4:30 PM	
HB	October 11, 2018	8:30 AM to 11:30 AM	HB Conference Hall, San Nicolas, Manila
Officers and Staff aboard Survey Vessels	October 12, 2018	8:00 AM to 5:00 PM	Offsite Subic Port, Olongapo City

Please refer to the Memorandum Circular sent to your respective IMail accounts for your reference.



ISO 9001:2008 CERTIFIED FOR MAPPING AND GEOSPATIAL INFORMATION MANAGEMENT
NAMRIA OFFICES:
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Resource Persons

1. DA Jose C. Cabanayan, Jr.
Chairperson, Performance Management Team
2. Director John SF. Fabic
Quality Management Representative
3. Marita R. Sarmiento, OIC, PPD
Member, Performance Management Team
4. Concepcion, Chief, Admin. Div.
Member, Performance Management Team

Facilitators

1. PPD Staff
2. Human Resource Development Section Staff

Expenses for this activity is authorized, chargeable against GAS-PPD Funds, subject to the usual accounting and auditing rules and regulations.

The use of government vehicle to transport participants to NAMRIA, San Nicolas and Subic Port, Olongapo City, and vice versa is likewise authorized.



Usec. PETER N. TIANGCO, PhD



Republic of the Philippines
Department of Environment and Natural Resources
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY

**DIRECTORY/CONTACT DETAILS FOR THE CASCADING ON
SYSTEM OF RANKING DELIVERY UNITS (DUs) FOR GRANTING
PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2018**

DESIGNATION	NAME	OFFICE	POSITION	CONTACT DETAILS
PBB Focal Person/Chairperson Performance Management Group	Jose C. Cabanayan, Jr.	Office of the Administrator	Deputy Administrator	Email Address: jccabanayan@namria.gov.ph Office Number: <u>889-9944</u>
Alternate PBB Focal Person	Febrina E. Damaso	Support Services Branch	Director	Email Address: fdamaso@namria.gov.ph Office Number: <u>843-5873</u>
PBB Spokesperson	Marita R. Sarmiento	Policy and Planning Division, Support Services Branch	Officer-In-Charge	Email Address: mrsarmiento@namria.gov.ph Office Number: <u>810-5461</u>
Performance Management Group Secretariat	Concepcion A. Bringas	Administrative Division	Chief	Email Address: cabringas@namria.gov.ph Office Number: <u>810-5453</u>
	Florence M. Acle	Human Resource Development Section	Chief	Email Address: fmacle@namria.gov.ph Office Number: <u>810-5458</u>

