



OCT 01 2020

DOST Administrative Order No. 015
Series of 2020

SUBJECT: Guidelines on the System of Rating and Ranking of DOST-Office of the Secretary (OSEC), Executive Offices, Services and Regional Offices for FY 2020 Performance-Based Bonus (PBB)

In line with the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting System (Administrative Order No. 25 series of 2011) Memorandum Circular Nos. 2020-1 dated June 2, 2020 titled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 202 under Executive Order (EO) No. 80 S. 2012 and EO No. 201 S. 2016" and in accordance with RA No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act", the following guidelines shall be observed in the rating and ranking of delivery units in the DOST-OSEC, Executive Offices, Services and Regional Offices for 2020 PBB entitlement:

- I. Per Section 7.7 of the AO 25 IATF issued Memorandum Circular (MC) No. 2020-1, bureaus, offices or delivery units eligible to the PBB shall be force-ranked according to the following categories:

Ranking	Performance Category	No. of Delivery Units/ Offices
Top 10%	Best Delivery Unit/Office	2
Next 25%	Better Delivery Unit/Office	5
Next 65%	Good Delivery Unit/Office	14
TOTAL		21

- II. Delivery Units/Offices will be ranked and rated by the following:

Delivery Unit	Offices	No. of DUs	Initial Rater	Validation
1	OSEC and Executive Offices (EOs) and Other Division/Unit (SPD, ITCU & NCBP, DLLO, SFU)	1	Secretary	Secretary
2	Services (PES, FMS, ALS, IAS)	4	Concerned Undersecretary and / Assistant Secretary	Secretary
3	Regional Offices (NCR, CAR, 1,2,3,4A,4B,5,6,7,8,9,10,11,12,CARAGA)	16	Undersecretary for Regional Operations	Secretary
Total		21		

OASECFALA-20-00081

III. Eligible Delivery Units shall be rated using the following rating system:

Particular	OSEC, EOs, Services and Regional Offices
A. Over-all Performance	
1. OPCR or CESPES	20 pts.
2. BARs (Physical Accomplishments)	
2.1 Accomplishment of Targets ----- 10 pts.	
2.2 Timeliness ----- 10 pts.	20 pts.
3. Financial Performance (Obligation Only)	
3.1 Accomplishment of Targets (Except SAOB released to ROS during the last quarter of the year.) ----- 5 pts.	
3.2 Timeliness ----- 5 pts.	10 pts.
B. Supervisor's (Concerned Execom Member) Assessment: (In terms of Quality, Efficiency-Timeliness & Initiative)	25 pts.
C. Streamlining, Process Improvement and/or Digitization Initiatives	15 pts.
D. Customer Satisfaction Feedback (CSF)	10 pts.
Total	100 pts.

A. Over-all Performance [OPCR/CESPES, Budget Accountability Report (BARs) & Financial Performance]

Particular	Rating Scale
1. OPCR / CESPES (Average OPCR for 2 semesters for the year 2019)	20 pts.
2. BARs (Physical Accomplishments)	
2.1 <u>Accomplishment of Targets</u>	10 pts.
2.1.1 Performance exceeded targets by 30% and above of the planned targets	10 pts.
2.1.2 Performance exceeded targets by 15%-29% of the planned targets	8 pts.
2.1.3 Performance exceeded targets by 1- 14% of the planned targets	6 pts.
2.1.4 Performance accomplished 75%-100% of the planned targets	4 pts.
2.1.5 Performance accomplished less than 75% of planned targets	2 pts.
2.2 <u>Timeliness</u>	10 pts.
2.2.1 Report/s submitted within 5 days before deadline	10 pts.
2.2.2 Report/s submitted within 4 days before deadline	8 pts.
2.2.3 Report/s submitted within 3 days before deadline	6 pts.
2.2.4 Report/s submitted within 2 days before deadline	4 pts.
2.2.5 Report/s submitted within a day or on the day of the deadline	2 pts.
3. Financial Performance (Obligation Only)	
3.1 <u>Accomplishment of Targets</u> (Except for SAOB released to ROS during the last quarter of the year)	5 pts.
3.1.1 90%-100% BU – Budget Utilization	5 pts.
3.1.2 80%-89% BU - Budget Utilization	4 pts.
3.1.3 70%-79% BU - Budget Utilization	3 pts.
3.1.4 60%-69% BU – Budget Utilization	2 pts.
3.1.5 Below 60% BU – Budget Utilization	1 pts.
3.2 <u>Timeliness</u>	5 pts.
3.2.1 Report/s submitted within 5 days before deadline	5 pts.
3.2.2 Report/s submitted within 4 days before deadline	4 pts.
3.2.3 Report/s submitted within 3 days before deadline	3 pts.
3.2.4 Report/s submitted within 2 days before deadline	2 pts.
3.2.5 Report/s submitted within a day or on the day of the deadline	1 pts.
Total Score for A (OP)	50 pts.

Note: Timeliness in the submission of the Budget Accountability Reports (BARs) of the DOST Central Office, Executive Offices, Services and Regional Offices both on financial and physical accomplishments shall be rated by the Financial Management Service (FMS) and Planning and Evaluation Service (PES), respectively.

B. Supervisor's (Concerned EXECOM Member) Assessment: (In terms of Quality, Efficiency, Timeliness and Initiative using the rating scale below:

1. Quality		7 pts.	2. Efficiency		6 pts.
Outstanding	7 pts.		Outstanding	6 pts.	
Very Satisfactory	5 pts.		Very Satisfactory	4 pts.	
Satisfactory	3 pts.		Satisfactory	2 pts.	
Fair	1 pt.		Fair	1 pt.	
3. Timeliness		6 pts.	4. Initiative		6 pts.
Before set standard/deadline	6 pts.		Outstanding	6 pts.	
Within set standard/deadline	4 pts.		Very Satisfactory	4 pts.	
After set standard/deadline	2 pts.		Satisfactory	2 pts.	
			Fair	1 pt.	

Total Score for B (SA) = 25 pts.

C. Streamlining, Process Improvement and Digitization Initiatives

Particulars		
Streamlining, process improvement and digitization initiatives such as development and/or adoption of online systems for faster and more efficient public service delivery		
<i>Each Office (OSEC, EOs, Services and Regional Offices) will declare at least one (1) critical process/service for which it will report the baseline/current status and target improvement and/or digitization initiative that will be pursued. The accomplishments, to be reported at the end of year, will be rated according to the following:</i>		
• Number of steps reduced	3.5 pts	
• Turnaround time improvement	3.5 pts	
• Number of signatures reduced	3.0 pts	
• Digitization initiated/developed/adopted	5.0 pts	
Total for C:		15 pts

D. Customer Satisfaction Feedback (CSF)

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Particular	OSEC, EOs, SERVICES & REGIONAL OFFICES		
3.6 – 4.0	10 pts.		
3.1 – 3.5	8 pts.		
2.6 – 3.0	6 pts.		
2.1 – 2.5	4 pts.		
2.0 and below	2 pts.		
Total for D (CSF):		10 pts.	

The CSF rating shall be computed based on the KPI which is % of customers whose rating is VS or Better for January-December 2020.

Other Requirements:

- The DOST-OSEC Performance Management and Monitoring Team (PMMT) shall review the submitted ratings and rankings of respective offices and prepare the list of Delivery Units for the "Best", "Better", and "Good" categories based on the approved criteria and shall submit the final ratings and rankings for consolidation and approval of the DOST Secretary.



2. The ratings and rankings approved by the DOST Secretary shall be posted at the Personnel Division/Section of the DOST-Central Office and Regional Offices for five (5) consecutive working days. Complaints, if any, shall be addressed to the DOST-OSEC PMMT within five (5) working days after the last day of posting.
3. The DOST-OSEC PMMT shall act on the complaint within fifteen (15) working days after receipt of the complaint through a PMMT Resolution. Based on said resolution, the said Committee shall determine whether to proceed or not with the processing of documents for the payment of PBB.

For information and compliance.


FORTUNATO T. DE LA PEÑA
Secretary