

Republic of the Philippines
Department of Science and Technology
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
S&T Journey: 60 Years and Beyond

OFFICE ORDER NO. 18-004
Series of 2018

SUBJECT : DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII) SYSTEM OF RANKING THE DELIVERY UNITS FOR THE GRANT OF 2018 PERFORMANCE BASED BONUS (PBB)

I. RATIONALE

The DOST-Science and Technology Information Institute (DOST-STII) System of Ranking the Delivery Units was crafted in compliance with Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 or the Guidelines on the Grant of the Performance Based Bonus (PBB) for Fiscal Year 2018 issued on 28 May 2018, which prescribes the criteria and conditions on the grant of PBB to be given in FY 2019.

This shall serve as the agency's guidelines in ranking its delivery units and in evaluating the eligibility of regular plantilla employees.

II. COVERAGE

- These internal guidelines shall cover all DOST-STII employees holding the regular plantilla positions.
- The STII shall have four (4) delivery units (DU):
 1. Office of the Director;
 2. Finance and Administrative Division;
 3. Communication Resources and Production Division; and
 4. Information Resources and Analysis Division

As provided in MC 2018-1, Head of the Attached Agency or the DOST-STII Director shall only be eligible for 2018 PBB if DOST-STII is eligible for 2018 PBB and he/she receives a rating of at least "Satisfactory" based on the requirement prescribed by Career Executive Service Board (CESB). If eligible, he/she will be entitled to PBB rate equivalent to 65% of his/her monthly basic salary as of 31 December 2018 and shall not be included in Form 1.0 – Report on Ranking of Delivery Units.

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III. ELIGIBILITY

The DOST-STII must satisfy the eligibility requirements set by the Inter-Agency Task Force in the Harmonization of National Government Performance Monitoring, Information and Reporting System, to wit:

1. Agency

- a **Good governance conditions:** Satisfy 100% the Good Governance Conditions set by the AO25 Inter-Agency Task Force (IATF).

- Maintain/update the agency Transparency Seal (TS);
- Post/update the PhilGEPS posting of all invitations to Bids and awarded contracts;
- Maintain/update the Citizen's or Service Charter or its equivalent consistent with the Anti-Red Tape Act of 2007 and CSC MC 14 s. 2016;

- b **Performance targets of agencies:** Achieve each one of the Physical Targets, Support to Operations (STO), and General Administrations and Support Services (GASS) requirements for FY 2018.

To align agency performance with the priorities of President Rodrigo Roa Duterte toward the efficient delivery of citizen-centric public services, DOST-STII shall:

- Streamline the processes of its frontline services;
- Achieve higher citizen/client satisfaction;
- STO target: initial certification/re-certification of the QMS for at least one (1) core process or frontline service as mandated under its existing pertinent laws; and
- GASS targets:
 - Budget Utilization Rate (BUR)
 - Sustained compliance with audit findings
 - Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs)
 - Submission of Annual Procurement Plan (APP-non CSE)
 - Submission of Annual Procurement Plan-Common Use Supplies and Equipment (FY 2019 APP-CSE)
 - Undertaking of early procurement for at least 50% of the value of goods and services based on DOST-STII budget submitted to the Congress
 - Submission of results of FY 2017 Agency Procurement Compliance and Performance Indicators (APCPI) System
- Other cross-cutting requirements:
 - Establishment and conduct of Agency Review and Compliance Procedure of SALN.
 - Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2 s. 2016

- c **Performance Rating of Employees and Career Executive Service (CES) positions.** Use the CSC-approved DOST-STII Strategic Performance Management System (SPMS) in rating the performance of the first and second level officials and employees; and CESPES Rating for DOST-STII Director.

2. Individual

- A personnel should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS.
- A 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.
- A personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest on a pro-rate basis corresponding to the actual length of service to the participating implementing agency. If equal months were served for each agency, he/she will be included in the recipient agency.
- A personnel who has rendered a minimum of nine (9) months of service during the fiscal year and with a required performance rating stated above may be eligible to the full grant of the PBB.
- A personnel who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated 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

- Conditions not eligible to the grant of the 2018 PBB:
 - A personnel who is on vacation or sick leave for the entire year, with or without pay;
 - Guilty of administrative and/or criminal cases by final and executory judgment in FY 2018. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
 - Non-submission of 2017 SALN and those who are responsible for the non-compliance of with the establishment and conduct of the review and compliance procedure of SALN;
 - Personnel who failed to liquidate all cash advances received in FY 2018 within the reglementary period;
 - A personnel who failed to submit their complete and appropriate SPMS forms; and
 - Personnel responsible for the implementation of the prior years' audit recommendations, QMS Certification, or posting and dissemination of the DOST-STII System of Ranking Performance of Delivery Units shall not be entitled to 2018 PBB if DOST-STII fails to comply with any of these requirements.

IV. RANKING AND RATING OF DELIVERY UNITS

1. Delivery Units (DUs)

- Eligible DUs shall be force-ranked as follows:

Ranking	Performance Category	Number of Delivery Units	PBB Grant as % of monthly salary as of 31 December 2018
Top 10%	Best delivery unit	1	65%
Next 25%	Better delivery unit	1	57.5%
Next 65%	Good delivery units	2	50%

- Delivery units shall be rated and ranked based on the following criteria and percentage score weight:

Indicator	Weight Allocation
Accomplishment of Division Performance Targets*	50%
Average IPCR rating in the delivery unit	30%
Behavioral Performance	10%
Director's Assessment	10%
	100%

**Note: For the Office of the Director, the average rating of the employees reporting directly to the Director shall be considered.*

- **Accomplishment of Division Performance Targets.** This pertains to the average DPCR rating of the DU for the first and second semesters of the reference year. The DPCR ratings are subject to the review and endorsement of the DOST-STII Performance Management Team (PMT) to the DOST-STII Director.

The following formula shall be used to get the final score on this criterion:

$$\frac{\text{DPCR Rating}}{\text{Highest SPMS Rating}} \times 50\% \text{ (DU \% allocation)}$$

- **Average IPCR rating in the delivery unit.** This is the collective score of the employees IPCR ratings for the first and second semesters of the reference year.

Below is the illustration:

Employees in the DU	Average IPCR Rating (1 st semester + 2 nd semester / 2)
Employee 1	5
Employee 2	4
Employee 3	4
Employee 4	3.5
Employee 5	4.25
Total IPCRs Rating	20.75
AVERAGE IPCR Rating	4.15*

**Total IPCR rating divided by the no. of employees with approved rating.
The DPCR rating is excluded in the computation of the Average IPCR rating.*

The following formula shall be used to get the final score on this criterion:

$$\frac{\text{Average IPCR Rating}}{\text{Highest SPMS Rating}} \times 20\% \text{ (DU \% allocation)}$$

- **Behavioral Performance.** This refers to the DU's general behavioral impression for the year. To institutionalize the DOST-STII Core Values, it shall be used in evaluating the DUs behavioral performance using the DOST-STII Core Values.

Core Value	Success Indicator (SI)	Weight Allocation		
		2	1	0
Integrity	No employee in the DU received a valid complaint related to RA 6713	Meeting the SI	With 1-2 valid complaints received	With more than 3 valid complaints received
Excellence	With at least 50% of DU's core targets achieved with "excellent" rating	Meeting the SI	25% of the core targets rated with "excellent"	No core targets was rated with "excellent"
Commitment	100% of DU's MFO achieved	Meeting the SI	99%-50% of the MFO achieved	49% and below of the MFO achieved
Innovation	DU implemented at least one new program/project, new/revised guidelines, or improved process	Meeting the SI	At least one approved proposal for new program/project, new/revised guidelines, or improved process	No innovation or improvement
Collaboration	DU established linkages either with a government agency or private organization	Meeting the SI	Initiated possible partnership	No partnership initiated

The success indicators must be supported with official documents with date and signature/s of the concerned employees and official. These will be validated by the DOST-STII PMT.

- **Director's Assessment.** It is the prerogative of the DOST-STII Director to give his own assessment to the DUs concerned.

2. Individual

- The DOST-STII shall adopt the IPCR and employ the rating scale prescribed by CSC-SPMS for the first and second level employees, to wit:

5 – Outstanding. Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.

4 – Very Satisfactory. Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.

3 – Satisfactory. Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals are met.

2 – Unsatisfactory. Performance failed to meet expectations, and/or one or more of the most critical goals were not met.

1 – Poor. Performance was consistently below expectations. And/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

- The PBB rates of individual employees shall depend on the performance ranking of the office or delivery unit where they belong with the rate of incentive as a multiple of the individual's monthly basic salary.

V. DUTIES AND RESPONSIBILITIES

1. The DUs shall ensure the submission of the properly accomplished SPMS forms as prescribed in the DOST-STII SPMS Guidelines.
2. The Human Resource Section shall consolidate the approved ratings and prepare the Report on the Ranking of DUs.
3. The STII PMT shall review the Report on the Ranking of DUs. If the report is in order, the STII PMT shall endorse it to the STII Director for approval.
4. The Finance and Administrative Division shall submit to the AO25 IATF the approved Report on the Ranking of DUs together with the Evaluation Matrix.
5. The STII PMT shall disseminate to all employees the result of the approved ranking.

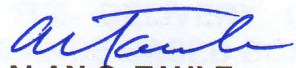
VI. APPEAL

All appeals relative to the implementation of the Performance-Based Bonus shall be submitted in writing and addressed to the STII PMT within the period indicated in the SPMS.

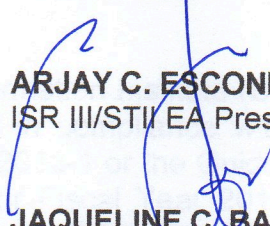
Recommending Approval by the DOST-STII Performance Management Team (PMT)

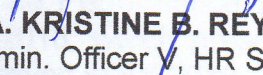
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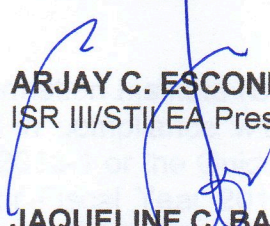
ARLENE E. CENTENO
FAD Chief


ALAN C. TAULE
IRAD Chief

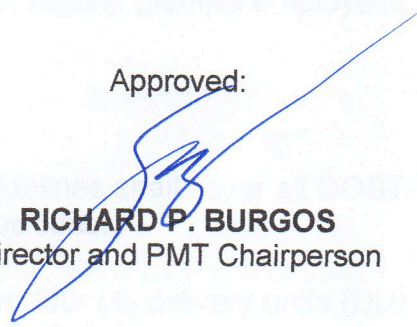

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