

Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION Department of Labor and Employment



MEMORANDUM

то	543	ALL HEADS OF OFFICES This Agency
SUBJECT	:	PROVIDING GUIDELINES AND SYSTEM ON THE RANKING OF DELIVERY UNITS FOR THE GRANT OF THE PERFORMANCE- BASED BONUS (PBB) FOR FY 2019
Date	:	26 September 2019

A. PURPOSE

In compliance with the requirements and conditions set by the AO25 IATF under Memorandum Circular No. 2019-1 dated 3 September 2019 (copy attached) for the grant of the Performance-Based Bonus (PBB) for FY 2019 performance of government agencies, this Memorandum is issued to prescribe the guidelines and system on eligibility criteria and ranking of Offices/delivery units performance for PBB to be given in FY 2020.

B. COVERAGE

All officials and employees holding regular plantilla positions, contractual and casual personnel having an employer-employee relationship with this agency, and whose compensations are charged to the Personnel Services budget, as well as those occupying positions in the DBM-approved contractual staffing pattern of this agency are covered by this guidelines.

C. ELIGIBILITY CRITERIA

- The grant of PBB shall be based on the overall office performance rating. The OWWA-Performance Management Team (PMT) has been tasked to monitor reports related to the PBB and assist the Administrator in the performance ranking of offices. While the Planning and Program Development Division (PPDD) shall review and validate the ratings of the submitted OPCR of each Office/delivery units.
- Pursuant to MC No 2019-1 of AO 25 IATF, all OWWA Offices including those rendering Administrative Support Services, Regional Welfare Offices, and Overseas Welfare Offices must meet the following eligibility criteria and conditions for the FY2019 PBB:
 - a) Satisfy 100% Good Governance Conditions for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF) (Section 4.0);

- b) Achieve Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) for FY 2019 (Section 5.0);
- c) Align agency's performance with the priorities of the Duterte Administration toward the efficient delivery of citizen-centric public services through streamlining agency's processes, achieving higher citizen/client satisfaction and sustaining fiscal discipline (Section 5.1);
- d) Offices/units are forced ranked according to the extent/degree of their contribution to the achievement of the Agency's performance targets;
- e) Rank the performance of offices or delivery units and the personnel within these units; and
- f) Only the personnel belonging to eligible delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit.
- 3. Eligibility of Individuals shall be in accordance with the provisions under Section 6.0 of MC No. 2019-1 dated 3 September 2019.
- 4. The CSC-approved Strategic Performance Management System in rating the performance of the First level, Second level personnel while the rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the guidelines issued by the Career Executive Service Board (CESB).

D. RANKING OF OWWA OFFICES/DELIVERY UNITS

 The OWWA Offices which includes the Support Services/Support to Operations, Regional Welfare Offices, and Overseas Posts shall be ranked according to the overall rating of 100% which is distributed as 70% Core Deliverables, 20% Non-Core Deliverables, and 10% Administrator's Rating based on the following criteria:

NO.	OFFICES/ DELIVERY UNITS	CORE INDICATORS (70%)				NON-CORE INDICATORS (20%)					OVERALL RATING
		Target vs. Accomplish ment 60%		the Report	Subtotal	Workload Equity 10%	Unprogram med accompils hments	Subtotal	OPCR RATING 90%	Administrator's Rating 10%	Grand Total
2											
3											
4											
5											
6											
7											
8				10							

2. OWWA offices/delivery units that meet the criteria and conditions on Good Governance are eligible to the PBB and shall be forced ranked according to the following categories:

Ranking	Performance
	Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The declarations of responsible offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of offices/delivery units shall be indicated using the attached Form 1 – Report on Ranking of Delivery Units.

3. Across-the-board granting of PBB is strictly prohibited.

E. RATES OF THE FY 2019 PBB

The PBB rates of individual employees shall depend on the performance ranking of the Office/delivery unit where they belong with the rate of incentive as a multiple of individual's monthly basic salary as of 31 December 2019, as follows:

Performance Category	Multiple of Basic Salary
Best Bureau/Office/Delivery Unit (10%)	0.650
Better Bureau/Office/Delivery Unit (25%)	0.575
Good Bureau/Office/Delivery Unit (65%)	0.500

The OWWA Performance Management Team (PMT) shall be responsible in ensuring implementation and adoption of these guidelines.

For your guidance and compliance.

HANS LEO J. CACDAC Administrator