



MEMORANDUM No. 106-20

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : SYSTEM OF RANKING OF OWWA DELIVERY UNITS FOR PBB 2020

Date : 01 September 2020

Pursuant to IATF on National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020-1 dated 02 June 2020 or Guidelines on the Grant of Performance Based Bonus (PBB) 2020, the system of ranking for OWWA delivery units is hereby issued:

A. Coverage

All officials and employees holding regular, contractual and casual positions.

B. Rating of Delivery Units. The following will be the basis for the performance rating of OWWA delivery units.

| Basis | Weight Allocation (100%) |
|------------------------------------|--------------------------|
| 1. 2020 OPCR Accomplishment Rating | 90 |
| 2. Administrator's Rating | 10 |
| Overall Rating | 100 |

1. For OPCR Rating, the weight allocation for the core and non-core deliverables is **70%** and **20%**, respectively.

1.1 Core deliverables – Agency's/Office major Programs, Activities, and Projects (PAPs) or Organizational Outcomes under 2020 Program Expenditure Classification (PREXC). Rating shall be broken down as follows:

| | | |
|-----------------------------------|---|-----|
| Target vs. Accomplishments | - | 60% |
| Timeliness on Report Submission | - | 5% |
| Accuracy of the Report Submission | - | 5% |

1.2 Non-Core deliverables (20%) – Agency's PAPs under Support to Operation (STO) and General Administration and Support Services (GASS).

Support to Operations. Monitoring of Programs; Communication Program; Statistical Performance Reporting System; Gender and Development; Implementation of Quality Management System aligned in International Standard Organization (ISO) standards for continuing ISO

certification of Process/es and system/s; Citizen’s Charter/Anti-Red Tape Act (ARTA) Implementation/Hotline 8888.

General Administration and Support Services (GASS): Strategic Performance Management System; Financial Management; Reporting of Key Frontline Services Accomplishments, HRD Interventions; Compliance to COA observations; Freedom of Information; Data Privacy Act; PhilGEPs; Transparency Seal; and Annual Procurement Plan.

2. **Administrator’s Rating (10%).** The Administrator may use special citations and awards received within and outside OWWA as basis for rating the different offices of the Agency. Awards outside OWWA may be considered if it’s given by the Civil Service Commission (CSC) and/or other similar Regional Development Council (RDC) in relation to OWWA Performance. The Administrator may, however use other indicators as basis for ranking the offices of the Agency.

C. Ranking of OWWA Delivery Units

1. The OWWA Delivery Units that meet the criteria and conditions of the 2020 PBB shall be eligible for its grant 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 |

2. There are fifty-two (52) OWWA delivery units and to facilitate the ranking of offices, the units of OWWA were formed into sub-groups of offices according to similarity of their tasks and responsibilities such as Support Services Unit, Regional Operations Unit and Overseas Operations Unit.
3. The OWWA delivery units will be ranked base on their overall rating. The slot distribution for PBB ranking of 52 delivery units is as follows:

| Delivery Units (DUs) | No. of Eligible DUs | Best (10%) | Better (25%) | Good (65%) |
|---|---------------------|------------|--------------|------------|
| Support Services <i>(including Office of the Administrator and Deputy Administrators)</i> | 4 | 1 | 2 | 1 |
| Regional Operations Unit | 17 | 2 | 5 | 10 |
| Overseas Operations Unit | 31 | 2 | 6 | 23 |
| Total | 52 | 5 | 13 | 34 |

D. Rates of FY 2020 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong with rate of incentive multiple of individual's monthly basic salary as of December 31, 2020, as follows:

| Performance Category | Multiple of Basic Salary |
|-----------------------|--------------------------|
| Best Delivery Units | 0.65 |
| Better Delivery Units | 0.575 |
| Good Delivery Units | 0.50 |

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

E. Performance Validation

The following members of OWWA-Performance Management Team (PMT) shall review and validate the office's OPCR for the purpose of rating the delivery units:

1. The Human Resource Management and Development Division (HRMDD) shall prepare the memorandum of submission of IPCR and OPCR which shall be endorsed to concerned offices for validation of actual accomplishments.
2. The Regional Operations Coordination Service (ROCS) and Overseas Coordination Operation Service (OOCS) shall prepare the rating for Core deliverables of Regional Welfare Offices and Overseas Welfare Offices, respectively.
3. For the non-core indicators under the General Administrative Support Services, validation shall be done by the concerned offices who requires submission/compliance of GASS indicators.
4. The Planning and Program Development Division (PPDD) shall make the final validation of core and non-core deliverables of all offices and shall prepare the final rating for office ranking.

The OWWA PMT shall be responsible in ensuring implementation and adoption of these guidelines.

For compliance.


HANS LEO J. CACDAC
Administrator