

## **GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

The ranking will be based on the following criteria and percentage weights:

- **Accountability**

The weights vary among the Operating Units (OU) depending on the extent of their contributions to the agency performance targets and the mandated functions of their office. Each PI shall not exceed a total of 100 points.

- **Office Performance**

Each process owner rates all relevant OUs based on the contribution of each OU and on Agency Performance in 2016. The performance rating must not exceed the agency performance.

- **Agency Performance**

This is derived from the national output divided by the national target. These are based on the data from the Planning Office.

- **Weights per Performance Indicator (PI)**

The weights are to be agreed upon by the members of the PMT. At least 60% of the weights will be given to Major Final Outputs and Priority Programs and the rest of the weights will be distributed to Other Programs under the Support to Operations and GASS.

A total of 24 TESDA OUs (16 Regional Offices and 8 Central Office Units) will be ranked per their performance based on the above set of criteria. The performance targets and accomplishments of OUs as indicated in the GAA are the primary reference for ranking.

Based on the targets and the accomplishments of the agency as a whole, the Agency Performance for each performance indicator will be derived. Weights per performance indicator will then be added.

The following tables will then be used to derive the scores of each OU:

### **1. ACCOUNTABILITY MATRIX**

This table is where the accountability of each OU for each PI is placed.

### **2. ACCOUNTABILITY WEIGHT PER PERFORMANCE INDICTATOR**

This converts the weights given into percentage.

### **3. PERFORMANCE MATRIX**

This table is where the performance of each OU is placed. (Office Performance)

#### 4. ACCOUNTABILITY WEIGHT \* UNIT PERFORMANCE \* WEIGHT PER PI

The accountability weight will be multiplied with the unit performance and weight per PI to achieve the raw scores of each office.

The following scale will then be used to convert the raw scores:

SCALE	
Raw Score	Equivalent Score
4.500 to 4.990	99
4.000 to 4.490	98
3.500 to 3.990	97
3.000 to 3.499	96
2.500 to 2.990	95
2.000 to 2.499	94
1.500 to 1.990	93
1.000 to 1.499	92
Below 1	91

Approved:



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**ROSANNA A. URDANETA**

Chair, Performance Management Team  
(Deputy Director General for Policies and  
Planning)

Date: