

**GUIDELINES/MECHANICS IN RANKING OPERATING UNITS FOR THE GRANT OF PBB  
FY 2018**

Guidelines/Mechanics in Ranking of Offices/Operating Units for the Grant of Performance-Based Bonus (PBB) FY 2018 shall be as follows:

- Each Executive and Regional Office shall be evaluated based on its actual accomplishment as indicated in their Office Performance Commitment and Review (OPCR) Form.
- For Administrative Service and Financial and Management Service, their validated OPCR rating shall be averaged.
- The score for ranking of the Office of the Director General (ODG) Cluster (ODG Proper, Offices of the Deputy Director Generals, and all Units or Divisions under them with the exception of Executive and Regional Offices) shall be based on the Agency OPCR.
- Each performance indicator shall be rated accordingly:

<b>Rating</b>	<b>Targets With Single or No Specified Quantity</b>	<b>Targets With more than One Quantity or with Specified Percentage</b>
5	Completed/Final	100%
4	-	74% to 99%
3	Finished Draft Plan/Framework/Report OR For Presentation (to decision-makers or stakeholders)	50% to 74%
2	-	25% to 49%
1	Minimum Development/Preparation or Ongoing	0% to 24%
0	None reported	None reported

**APPROVED:**

**ROSANNA A. URDANETA**

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

**DATE: August 29, 2018**