

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)*

Department/Agency: Technical Education and Skills Development Authority

- 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.
- The Performance Standards in the updated Corporate Plan 2018-2022 will be followed. If not indicated, general performance indicators shall be as follows:

Rating	Targets With Single or No Specified Quantity	Targets With more than One Quantity or with Specified Percentage
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

ADZHAR A. ALBANI
 Director IV, Administrative Service

Date: October 1, 2019


SEC. ISIDRO S. LAPEÑA, PhD., CSEE
 Director General

Date: October 1, 2019