

**DEPARTMENT OF HEALTH
COMMISSION ON POPULATION**

**GUIDELINES ON THE CRITERIA AND RANKING OF DELIVERY UNITS AND
PERSONNEL - PERFORMANCE-BASED BONUS CY 2015**

I. RANKING OF DELIVERY UNITS

A. Categories of Delivery Units

- Per DOH PBB Guidelines which we are adopting, POPCOM will only have **two (2) categories**:
 - (1) Central Office divisions; and
 - (2) Regional Population Offices

- There will be six **(6)** delivery units for Central Office as follows:
 - (1) Office of the Executive Director (OED)
 - (2) Planning, Monitoring and Evaluation Division (PMED)
 - (3) Policy Analysis and Development Division (PADD)
 - (4) Information Management and Communication Division (IMCD)
 - (5) Financial and Management Division (FMD)
 - (6) Administrative Division (AD)

- There will be fifteen **(15)** delivery units for the Regional Population Offices (RPOs) as follows:
 - (1) Regional Population Office No. 1 (RPO1)
 - (2) Regional Population Office No. 2 (RPO2)
 - (3) Regional Population Office No. 3 (RPO3)
 - (4) Regional Population Office No. 4 (RPO4)
 - (5) Regional Population Office No. 5 (RPO5)
 - (6) Regional Population Office No. 6 (RPO6)
 - (7) Regional Population Office No. 7 (RPO7)
 - (8) Regional Population Office No. 8 (RPO8)
 - (9) Regional Population Office No. 9 (RPO9)
 - (10) Regional Population Office No. 10 (RPO10)
 - (11) Regional Population Office No. 11 (RPO11)
 - (12) Regional Population Office No. 12 (RPO12)
 - (13) Regional Population Office No. 13 (RPO Caraga)
 - (14) Regional Population Office – National Capital Region (NCR)
 - (15) Regional Population Office – Cordillera Administrative Region (CAR)

B. Criteria for Ranking of Delivery Units

- Below is the POPCOM **Central Office Criteria** in ranking the Delivery Units

Central Office Delivery Units	Form A (MFOs)	Form B (Social Contract)	CAS (Cabinet Assistance System)	Performance Governance System (PGS)	Average of the 20 delivery units	Others	Total Point Score	Ranking
OED			50%	10%	40%		100%	
PMED	35%	20%	30%	15%			100%	
PADD	35%	15%	35%	15%			100%	
IMCD	25%	10%	50%	15%			100%	
FMD	50%			50%			100%	
AD	50%			50%			100%	

- Below is the **RPOs' Criteria** in ranking the Delivery Units

RPOs	Form A (MFOs)	Form B (FUR)	CAS (Cabinet Assistance System)	Performance Governance System (PGS)	Total Point Score	Ranking
RPO 1	25%	25%	30%	20%	100%	
RPO 2	25%	25%	30%	20%	100%	
RPO 3	25%	25%	30%	20%	100%	
RPO 4	25%	25%	30%	20%	100%	
RPO 5	25%	25%	30%	20%	100%	
RPO 6	25%	25%	30%	20%	100%	
RPO 7	25%	25%	30%	20%	100%	
RPO 8	25%	25%	30%	20%	100%	
RPO 9	25%	25%	30%	20%	100%	
RPO 10	25%	25%	30%	20%	100%	
RPO 11	25%	25%	30%	20%	100%	
RPO 12	25%	25%	30%	20%	100%	
RPO 13	25%	25%	30%	20%	100%	
RPO NCR	25%	25%	30%	20%	100%	
RPO CAR	25%	25%	30%	20%	100%	

Column 1 – refers to the delivery units (Central Office and RPOs)

Column 2 – refers to the **Form A requirement** which is the Major Final Outputs (MFOs) with physical and financial targets of the three Performance Indicators such as: (1) Number of policies issued, updated and disseminated; (2) Number of promotional advocacy activities provided with funding support; and (3) Number of technical service arrangements undertaken.

For the Administrative Division and Financial and Management Division, the reports being submitted to DBM, CSC, COA and other government agencies shall be the basis for rating.

Column 3 - refers to the **Form B requirement** which is the Major Programs of POPCOM which is the Responsible Parenthood and Family Planning and the physical targets are the **RP-FP Classes**. Please take note that the Number 3 Performance Indicator in the MFOs (Form A) also includes the LPPED and POPDEV trainings, but we are only targeting the RP-FP Classes.

Column 4 – refers to the Cabinet Assistance System or the Secretary’s commitment to the President with inputs from the different bureaus and attached agencies of DOH. Our indicator for this requirement is also found in the MFOs which is the “*Number of couples reached and percent of unmet need referred*”

Column 5 – refers to the **4 good governance conditions** based on DBM Memorandum Circular 2014-01 dated April 21, 2014 such as:

1. Maintain/Update Agency Transparency Seal (Sec. 93 of GAA 2013 or RA 10352)
2. Philgeps Posting (Revised IRR of RA 9184)
3. Update Citizen’s Charter (notarized) or its Equivalent, Service Charter (RA 9485) ARTA
4. Compliance with the submission and review of SALN of all employees and officials

Column 6 – For Central Office: the average of all the 21 units and “**Others**” refers to the other notable accomplishments (additional point to be decided by the PMG) or deduction for every late submission. It could be an award to the divisions/regions.

- The percentage rate per criteria refers to the contributions of the delivery unit to the requirement. For example, MFOs are generally targeted by the technical divisions of Central Office and all RPOs. However, most of the Good Governance Conditions were primarily done by the Support Divisions (FMD and AD). FMD will also be rated on this requirement on their timely coordination with the COA and DBM and the accurate and timely processing of transactions.

- The percentage distribution per criteria will still be based on the following:

 Quantity: Achievement of Physical targets

90 - 100% achievement	- 40%
80-89% achievement	- 30%
70-79% achievement	- 20%
69% & below achievement	- 10%

 Quality: Completeness/Correctness/Accuracy of the documents/reports

At the time of deadline of submission of reports:

Complete, accurate and no correction of submitted reports - **30%**

- Complete, some inaccuracies and some correction - **20%**
- Incomplete, several inaccuracies and corrections - **10%**

 Timeliness: Submitted the required reports/documents

- On or before due dates -**30%**
- 1 - 5 days after the due date - **20%**
- 6 or more days after the due date - **10%**

For example: For the **FORM A (MFOs)** at 25% - if the physical targets are achieved at least 90% the delivery unit will have the 40% of the 25%; if the report is complete, correct and accurate, another 30% of the 25% will be rated to the said unit and lastly if submitted on time, the last 30% of the 25% will be given to the unit. Thus, the said unit will have a full 25% for the MFOs requirement. This will apply to all the criteria if applicable.

- If there will be a tie, the proportion of the excess percentage beyond the 90% physical target will be used to break the tie.

C. Distribution and Ranking of Delivery Units

- To rank the delivery units, the **total point score** of the criteria set by the PMG will be used. The distribution of delivery units based on their ranking will be as follows:

DISTRIBUTION AND RANKING OF DELIVERY UNITS				
	CENTRAL OFFICE		RPOs	
BEST - 2 (10%)	1	1 st	1	1 st
BETTER - 5 (25%)	2	2 nd -3 rd	3	2 nd -4 th
GOOD- 14 (65%)	3	4 th -6 th	11	5 th -15 th
TOTAL - 21 (100%)	6		15	

II. RANKING OF INDIVIDUAL EMPLOYEES

A. Criteria for Ranking

- The ranking of individual employees will be based on the Strategic Performance Management System (SPMS). For the Executive Director (ED), the provisions of DBM Memorandum Circular No. 2014-04 dated July 24, 2015 shall be applied. For the Deputy Executive Director (DED), the rating shall be based on the RBPMS. The Regional Directors (RDs) shall be rated on the results of their Office Performance Commitment and Review (OPCR). Individual **numerical rating rounded off up to the last two decimals** rather than the adjectival rating will be the basis for ranking in every category.

B. Ranking of Individuals

- The rating of the delivery units will determine the number of best, better and good performers.

Examples:

For Best Units:

Delivery Unit	No. of Employees	Individual Ranks and Rates		
RPO/Div. A	8	Rank	Rates	Total
Best (15%)	1	1 st	35,000	35,000
Better (30%)	2	2 nd and 3 rd	20,000	40,000
Good (55%)	5	4 th – 8 th	10,000	50,000

For Better Units:

Delivery Unit	No. of Employees	Individual Ranks and Rates		
RPO/Div. A	8	Rank	Rates	Total
Best (15%)	1	1 st	25,000	25,000
Better (30%)	2	2 nd and 3 rd	13,500	27,000
Good (55%)	5	4 th – 8 th	7,000	35,000

For Good Units:

Delivery Unit	No. of Employees	Individual Ranks and Rates		
RPO/Div. A	15	Rank	Rates	Total
Best (10%)	2	1 st – 2 nd	15,000	30,000
Better (25%)	4	3 rd – 6 th	10,000	40,000
Good (65%)	9	7 th – 15 th	5,000	45,000

- The OED delivery unit will include DED, Administrative Assistant II, Administrative Assistant III and Internal Audit unit. The RDs shall be included in their respective regional offices.

III. GENERAL INSTRUCTIONS

- The Performance Management Group (**PMG**) will review all the PBB requirements submitted to Central Office and will feedback the RPOs and Central Office Divisions immediately. Targets of the RPOs are based on targets set in the MFOs and QPRO while CO delivery unit's targets are based on the MFOs and Divisional work and financial plans and divisional functions.
- PMG will resolve in case of tie in the ranking of CO and RPOs delivery units. For RPO individual ratings, the Regional PMG will resolve the tie. For CO individual ratings, the national PMG will resolve the tie.
- The IPCR rating period will be January-June 2014 and July-December 2014.
- Employees who are entitled to the 2014 PBB shall be based on the provisions set forth in the Memorandum Circular No. 2014-01 dated April 21, 2014 and supplemented by Memorandum Circular (MC) 2014-3 dated December 3,

2014 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

- **In case of transfer/promotion, he/she will be included in the office/unit wherein she/he has rendered longer service.**