

GUIDELINES ON RANKING OF FPRDI DELIVERY UNITS FOR THE GRANTING OF FY 2019 PERFORMANCE-BASED BONUS

1.0 OBJECTIVE

To establish a system of ranking for FPRDI delivery units, officials and employees relative to the grant of CY 2019 Performance-Based Bonus (PBB) pursuant to the Memorandum Circular No. 2019-01 dated 03 September 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s.2011)

2.0 COVERAGE

This covers all identified delivery units of FPRDI and all its officials and employee holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA

To be eligible for the 2019 PBB Grant, FPRDI must satisfy the conditions set by IATF as per Memorandum Circular 2019-01 dated 03 September 2019. *(Please see Annex A)*

- 3.1 **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0;
- 3.2 **Performance Targets of Agencies:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019; and
- 3.3 **Performance Rating of Employees and CES positions.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees FPRDI including officials holding managerial and Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

4.0 FY 2019 GOOD GOVERNANCE CONDITIONS

4.1 Maintain/Update the Agency Transparency Seal (TS)

- a. FPRDI's mandate and functions; names of its officials with their position and designation, and contact information;
- b. Annual Financial Reports;
- c. DBM Approved Budget and Corresponding Targets for FY 2019 (Budget for FY 2019 and GAA targets for FY 2019);
- d. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019;
- e. FY 2019 Annual Procurement Plan (FY 2019 APP Non-CSE), Indicative FY 2020 APP Non-CSE, and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);

- f. Quality Management System (QMS) Certification of at least one core by any international certifying body (ICB) accredited by the International Accreditation Forum (IAF) members;
- g. FPRDI System of Ranking Delivery Units for FY 2019 PBB
- h. FPRDI Review and Compliance Procedure of Statements and Financial Disclosures; and
- i. FPRDI Final People's Freedom to Information (FOI) Manual signed by the Director; FPRDI Information Inventory; 2019 FOI Registry and 2019 FOI Summary Report.

4.2 Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2019 Non-Common Use Supplies and Equipment (Non-CSE) items.

4.3 Maintain/Update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

FPRDI shall submit their respective Certificates of Compliance (CoC) based on the format prescribed by the Anti-Red Tape Authority ("Authority") on or before December 31, 2019 through the AO25 Secretariat. The Authority shall conduct a validation of the Citizen's or Service Charter or its equivalent starting January 2020.

Non-compliance with any of the GGCs will render the entire FPRDI ineligible for the PBB. Assessment of FPRDI compliance with GGC requirements shall be conducted starting October 1, 2019.

5.0 FY 2019 Performance Targets

5.1 Streamlining and Process Improvement of FPRDI's Critical Services covering all Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's/Service Charter. To promote the periodic measurement of FPRDI's performance in delivering said services, FPRDI shall determine and report the following streamlining criteria using Annex 3A Modified Form A Department/ Agency Performance Report (*See Annex A*):

- a. **Number of Steps** which refers to number of steps to complete the service. FPRDI shall report in details the steps necessary to complete the service including flow charts indicating the front end and back end.
- b. **Turnaround Time (TAT)** which is the sum of the waiting and processing time. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.

- c. **Number of Signatures** which refers to the number of signatures and initials from the employees and officers of FPRDI necessary to complete each service.
- d. **Number of Documents** which refers to the total number of required documents that must be provided by the transacting client to the government.
- e. **Transaction Costs** which are costs incurred by the transacting client in the course of availing of a government service. These costs are categorized as follows:
 - e1. **Primary Transaction Costs/Fees** which are the fees declared in FPRDI Citizen's Charter to be paid to FPRDI by the transacting client for availing a government service. Examples of the fees are application fees, registration fees, etc.
 - e2. **Other Transaction Costs** which are the other costs incurred by the transacting client to obtain supporting information from another agency in order to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. Examples are the costs of birth certificates to secure passports, barangay clearance to secure business permit, required photos, printing costs, photocopying costs, transportation expenses of the transacting client, etc.
- f. **Substantive Compliance Costs** which are the incremental costs other than administrative costs incurred by the transacting public in the course of complying with a regulation. These costs can include implementation costs, direct labor costs, overhead costs, equipment costs, material costs, and external service costs. Examples are the purchase of early warning device for vehicle owners, expenses in the installation of accelerograph for building with 10 floors and up, costs in the maintenance of waste disposal system for establishment, etc.

FPRDI shall report the baseline information of each abovementioned streamlining criteria based on the FPRDI Citizen's/Service Charter updated prior to FY 2019. They shall set their FY 2019 Streamlining Improvement Target for each streamlining criteria for every declared service including the following specific targets:

- a. Reduction in the number of signatures to not more than three (3);
- b. Simplification of application forms or reduction in the number of documentary requirements;
- c. Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law not to exceed the maximum period of three (3), seven (7), and twenty (20) based on the classification of transactions, unless otherwise indicated under special laws.

FPRDI shall submit supporting documents such as flow charts, legal bases, additional documents, etc. to show actual improvements, and proof of streamlining accomplishments. In the event the FPRDI is unable to achieve the targets they set in this section, they shall provide justifications, explanations, and supporting documents using the remarks. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

- 5.2 Citizen/Client Satisfaction.** In order to determine the effectiveness of the streamlining and process improvements initiated by agencies, the satisfaction level of the citizens/clients will be measured and reported. FPRDI shall embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the improvement action that agencies reported for FY 2018 PBB, for each service, FPRDI shall report the results for each action plan and the FY 2019 Citizen/Client Satisfaction Survey for each service.

FPRDI shall report the following information using Annex 4: Citizen/Client Satisfaction Report The description of the methodology of the survey, and the agency improvement action plan for FY 2019 shall be submitted using Citizen/Client Satisfaction Report (*please see Annex A*):

- a. Description of the methodology of the Citizen/Client Satisfaction Survey used for each reported service;
- b. Results of the Citizen/Client Satisfaction Survey for FY 2019
- c. Result of their action plan reported in the FY 2018 PBB
- d. Continuous improvement plan for FY 2020

- 5.3 STO Target.** Initial Certification/Recertification of FPRDI's Quality Management System (QMS) for at least one (1) core process or frontline service as mandated under its existing pertinent laws.

The certification must be valid until December 31, 2019 and must be posted at FPRDI's TS webpage not later than December 31, 2019.

5.4 GASS Targets

a. Budget Utilization Rate (BUR), which are consists of:

- 1. Obligations BUR** which is computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2019 from all appropriation sources, including those released under the 2019 General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and
- 2. Disbursements BUR** which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019.

b. Sustained Compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed in FY 2017 should also not recur.

c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS) 30 days after end of every quarter, as provided in Section 102 of the FY 2019 GAA.

d. Submission of Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015.

1. FY 2019 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2019. The same should be posted on the agency TS page on not later than one month after the issuance of this Circular.

e. Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE) to the DBM Procurement Service on or before October 31, 2019 in the prescribed format by DBM-PS. The same should be posted at the FPRDI TS webpage not later than October 31, 2019.

f. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the FPRDI's budget submitted to the Congress consistent with the NEP. In implementing the cash budgeting system, FPRDI should subject at least 50% of their budget for works, goods and services requirements to be procured for their FY 202 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. FPRDI shall update their PhilGEPS postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS on or before January 31, 2020. The GPBB shall soon be issuing a Budget Circular on this matter.

To support Early Procurement, the Indicative FY 2020 APP non-CSE consistent with the FY 220 National Expenditure Program (NEP) shall be posted at the FPRDI TS webpage not later than September 30, 2019.

g. Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 39-2017, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on or before March 31, 2019.

5.5 Other Cross-Cutting Requirements

a. Establishment and Conduct of FPRDI Review and Compliance Procedure of SALN pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos.

1300455 and 1500088. FPRDI shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

Head of agency shall ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015. The Agency Review and Compliance Procedure of SALN used by the departments/agency's SALN Review and Compliance Committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS page not later than October 1, 2019.

b. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). FPRDI shall comply to the following FOI requirements within the set deadline:

1. The Updated People's FOI Manual (including new designated list of FOI Receiving Officer/s and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before November 30, 2019;
2. The FOI Reports (FPRDI Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) uploaded in the agency TS page on or before January 31, 2020;
3. A screenshot of the FPRDI website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foipcoqmail.com on or before January 31, 2020.

FPRDI shall submit the accomplished FOI Reports strictly in one (1) Excel format (.xls) based on templates provided in this link: www.bit.ly/2018FOIReports. Submissions not compliant to the file format and templates will not be considered. FPRDI shall send the soft copy submissions to foipcoqmail.com. Policy issuances and memoranda can be accessed in this link: www.foi.gov.ph/resources.

In case a department/agency is not able to meet any of the above performance targets, the FPRDI Director shall submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the agency. Acceptance of justifications/explanations shall be subject to the recommendation of validating agencies.

- 5.6 To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, departments/agencies should also declare non-frontline services provided to units/employees performed by the latter delivery units. Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, and internal

units/employees and the Composite Team from AI 25 IATF agencies. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. FPRDI shall also report applicable baseline information enumerated in Section 5.1 and 5.2.

6.0 ELIGIBILITY OF INDIVIDUAL

1. FPRDI Director is eligible only if FPRDI is eligible. If eligible, his maximum PBB rate for FY 2019 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019. The Director should not be included in the Form 1-Report on Ranking of Delivery Units.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the FPRDI's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
3. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
4. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
5. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
6. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
7. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
8. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
 9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 10. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
 11. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
 12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
 13. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
 14. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if FPRDI fails to comply with any of these requirements.

7.0 RANKING OF DELIVERY UNITS

- 7.1 FPRDI and its corresponding delivery units that meet the criteria and conditions in Section 3.1 are eligible to the FY 2018 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Agency Delivery Unit
Next 25%	Better Agency Delivery Unit
Next 65%	Good Agency Delivery Unit

7.2 FPRDI shall follow the guidelines set by the IATF AO 25 Secretariat in determining identifying the Agency delivery units as per Memorandum Circular 2019-01 dated 03 September 2019. The identified delivery units are as follows:

- Office of the Director
- Finance and Administrative Division
- Materials Science Division
- Technology Innovation Division
- Technical Services Division

The delivery units shall meet the criteria and conditions in Section 3 to be eligible for the FY 2019 PBB Grant.

- 7.3 Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in Section 6. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.
- 7.4 To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2019 PBB, departments/agencies shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1.
- 7.5 To heighten transparency among delivery units and employees, FPRDI shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2019 PBB. FPRDI shall prepare the System of Agency Ranking Delivery Units for FY 2018 PBB using the Form for the Guidelines/Mechanics in Ranking Delivery Units. The duly completed and signed agency guidelines in ranking delivery units shall be posted on the agency TS page on or before October 1, 2019.

8.0 CRITERIA IN PERFORMANCE EVALUATION OF DELIVERY UNITS

8.1 Delivery unit performance will be evaluated base on the following criteria:

INDICATORS	WEIGHTING PERCENTAGE
1. Division Performance Commitment Rating	80%
2. Conformity to Quality Management System	5%
3. Behavioral Competence	10%
4. Director's Rating	5%
TOTAL	100%

9.0 RATES OF PBB

9.1 The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

PERFORMANCE CATEGORY	Multiple of Basic Salary
Best Agency Delivery Unit	.65
Better Agency Delivery Unit	.575
Good Agency Delivery Unit	.50

The delivery unit performance rating and ranking as determined by the Section Chiefs/ Division Chiefs shall be reviewed and endorsed by the PRAISE Committee for approval of the Director.

Approved by:



ROMULO T. AGGANGAN
Director