



**DIVISION MEMORANDUM**

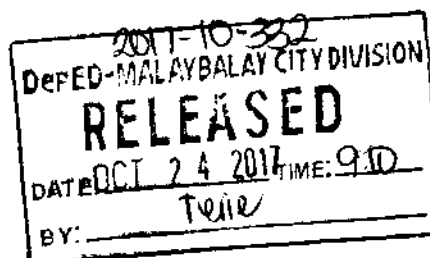
No. 553 s. 2017

**TO: Chief Education Program Supervisors and Staff, CID and SGOD  
Public Schools District Supervisors  
School Heads Elementary, Junior High School, and Senior High School  
All Section/Unit Heads  
All Others Concerned**

  
**FROM: EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

**DATE: October 23, 2017**

**RE: COMPLIANCE TO PBB 2016 REQUIREMENT**



1. Pursuant to the herein DepED Order no. 53, s. 2017 **Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016** dated October 20, 2017, this Office hereby requires all Elementary, Junior and Senior High Schools Principals/School Heads to accurately accomplish School Personnel Data per attached Form 1.2. Submission of the same to the Division Office shall be in hard copy and in soft copy to [personnel.depedmalaybalay@gmail.com](mailto:personnel.depedmalaybalay@gmail.com) not later than **October 27, 2017**.
2. Report shall be printed in legal size bond paper, landscape, and add rows if needed but avoid unnecessary modification in the excel format of Form 1.2 for Division validation and consolidation purposes.
3. For compliance.

Copy furnished:  
Records Unit  
Personnel Unit

**PERFORMANCE-BASED BONUS 2016  
SCHOOL LEVEL FORM 1.2  
SCHOOL PERSONNEL DATA**

Region:  
Schools Division:  
School:  
School ID:  
School Classification (e.g., Small, Medium, Large):

OPCR Rating SY 2016-2017	NAME OF SCHOOL	SCHOOL ID	LIST OF SCHOOL-BASED PERSONNEL				
			Name of Personnel	Salary Grade	Salary Step	Monthly Basic Salary (as of December 31, 2016)	Months in Service in 2016 (April 2016-March 2017)
			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
<b>TOTAL NUMBER OF ELIGIBLE SCHOOL-BASED PERSONNEL:</b>				<b>TOTAL AMOUNT:</b>			
<b>NON-ELIGIBLE PERSONNEL (NO PBB):</b>							
<b>Did not meet an at least "Satisfactory" performance</b>			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
<b>Did not submit SALN</b>			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
<b>Did not liquidate Cash Advance within the reglementary period</b>			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
<b>Did not submit RPMS (PCRF)</b>			Personnel 1				
			Personnel 2				
			Personnel 3				
			Personnel n				
<b>TOTAL NUMBER OF NON-ELIGIBLE SCHOOL-BASED PERSONNEL:</b>							
<b>TOTAL NUMBER OF SCHOOL-BASED PERSONNEL:</b>							

\_\_\_\_\_  
School Head  
Date



Republic of the Philippines  
**Department of Education**

20 OCT 2017

DepEd O R D E R  
No. **53**, s. 2017

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR THE DEPARTMENT  
OF EDUCATION EMPLOYEES AND OFFICIALS FOR FISCAL YEAR 2016**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
Division Chiefs  
All Others Concerned

1. The Department of Education (DepEd) issues this DepEd Order with the enclosed **Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016**.
2. This DepEd Order aims to establish a set of guidelines that provides for systematic, credible and evidence-based policy of linking organizational and individual performance to personnel incentives, and of recognizing and rewarding exemplary accomplishment to foster teamwork and meritocracy.
3. The process, mechanism and criteria on the grant of Performance-Based Bonus (PBB) shall guide all DepEd schools and offices in evaluating the performance of each delivery unit and personnel, and determining the level of personnel incentive corresponding to the level of achievement of their expected outputs.
4. All DepEd Orders and other related issuances, rules and regulations with provisions, which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
5. This policy shall take effect immediately upon its issuance.
6. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.: As stated

References: DepEd Order: Nos. 56 and 68, s. 2016

To be indicated in the Perpetual Index under the following subjects:

BENEFITS  
FUNDS  
EMPLOYEES  
LEGISLATIONS

OFFICIALS  
PERFORMANCE  
POLICY  
RATING

RULES AND REGULATIONS  
SCHOOLS  
TEACHERS

(Enclosure to DepEd Order No. 53, s. 2017)

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR THE  
DEPARTMENT OF EDUCATION EMPLOYEES AND OFFICIALS  
FOR FISCAL YEAR 2016**

**I. Rationale**

1. Executive Order (EO) No. 80, s. 2012 directs the adoption of the Performance-Based Incentive System (PBIS) for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB). It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

2. Executive Order (EO) No. 201, s. 2016 provided that the compensation and position classification shall be revised or updated to strengthen the PBIS in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results. It also stipulated that the Interagency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information, and Reporting System, created pursuant to Administrative Order (AO) 25, s. 2011, shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance.

3. AO25 Memorandum Circular (MC) 2016-1 prescribes the criteria and conditions for the grant of PBB for fiscal year (FY) 2016. One of the said criteria is the agency submission of a System of Ranking Delivery Units.

4. The grant of the PBB in DepEd aims to motivate higher performance and greater accountability and to ensure the achievement of education targets and commitments under the five (5) Key Result Areas (KRAs) laid down in EO No. 43, s. 2011 and the Philippine Development Plan (PDP) 2011-2016. It ultimately seeks to give monetary incentive to each personnel based on his/her performance in achieving the expected outputs of his/her function.

5. In view of the above, this Order aims to establish a PBB system by which the performance of delivery units and personnel within DepEd are evaluated and incentivized in a verifiable, credible, and standardized process.

**II. Scope of Policy**

6. This DepEd Order (DO) provides for the policy guidelines on the grant of PBB for all DepEd employees and officials in all governance levels for FY 2016.

7. Attached agencies shall be treated as separate entities. They shall satisfy the conditions for the agency eligibility and implement the rating and ranking of delivery units and personnel within the agency. However, due to limited number of personnel, the Early Childhood Care and Development (ECCD) Council and National Council for Children's Television (NCCT) shall be included in the ranking of DepEd Office of the Secretary (OSEC) Proper, provided that they satisfy the conditions for the agency eligibility.

8. Delivery units in each governance level of DepEd identified and specified below shall be covered by this Order.

- a. **Central level.** The OSEC, all bureaus and services, and the National Educators Academy of the Philippines (NEAP). The OSEC shall include the OSEC Proper, offices of the undersecretaries and assistant secretaries, including the Legislative Liaison Office and Sites Titling Office, Teacher Education Council (TEC) Secretariat, Literacy Coordinating Council (LCC) Secretariat, ECCD Council, and NCCT. The Adopt-a-School Program Coordinating Council shall be under the External Partnership Service (EPS); while the Baguio Teachers Camp (BTC) shall be under Administrative Service (AS).
- b. **Regional level.** All seventeen (17) Regional Offices (ROs)<sup>1</sup> shall be treated as separate delivery units.
- c. **Division level.** All Schools Division Offices (SDOs)<sup>2</sup> of the seventeen (17) regions that have completed the at least one (1) rating period, and are included in the FY 2016 General Appropriations Act (GAA) shall be treated as separate delivery units. All SDOs that do not satisfy these parameters shall be included in the mother division.
- d. **School level.** All public elementary and secondary schools of the seventeen (17) regions that have a school ID registered in the Enhanced Basic Education Information System (EBEIS), and have completed at least one (1) rating period at the end of school year (SY) 2015-2016 shall be treated as separate delivery units. Annex and extension schools that do not have school ID at the start of SY 2015-2016 shall be included in the mother schools.

9. All officials and employees in the Department holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the Department, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), or those occupying positions in the DBM-approved contractual staffing pattern of the Department, shall be covered by this Order.

10. Consultants, experts, and/or technical assistants who are hired under Contract of Service or job order in the absence of an employer-employee relationship shall not be covered by this Order.

### III. Definition of Terms

11. For purposes of this Order, the following terms are defined/understood as follows:

- a. **Performance-Based Incentive System (PBIS)** is a new system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the PEI and PBB.

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<sup>1</sup> Including Negros Island Region (NIR); ARMM shall not be covered by this Order.

<sup>2</sup> Including all SDOs of NIR

- b. **Productivity Enhancement Incentive (PEI)** is the across-the-board bonus equivalent to PhP 5,000 or one (1) month basic salary given to qualified government personnel of the agencies that meet the conditions stipulated in EO No. 181, s. 2015.
- c. **Performance-Based Bonus (PBB)** is a top-up bonus ranging from PhP 5,000 to PhP 35,000, which shall be granted to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.
- d. **Attached Agencies** refer to agencies attached to a specific department or agency, which contribute to its overall mandate but have fiscal and administrative autonomy. Attached agencies of DepEd are the following:
  - i. Early Child Care and Development (ECCD) Council<sup>3</sup>;
  - ii. National Book Development Board (NBDB);
  - iii. National Council for Children's Television (NCCT);
  - iv. National Museum; and
  - v. Philippine High School for the Arts (PHSA).
- e. **Delivery Unit** refers to the bureaus/services/centers/offices of the CO, ROs, SDOs and the schools.
- f. **Ranking** refers to the process by which the performance category of delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Order.
- g. **School-Based Personnel** include the teaching, teaching-related, and non-teaching personnel assigned and/or detailed in the schools.
- h. **Non-School-Based Personnel** include the teaching, teaching-related, and non-teaching personnel assigned and/or detailed in DepEd offices, from central to schools division offices, including personnel of the district offices, District ALS Coordinators (DALSC) and ALS mobile teachers.

## VI. Policy Statement

12. The DepEd hereby establishes the set of guidelines on the grant of PBB to its employees and officials for FY 2016 onwards that provides for systematic, credible and evidence-based policy of linking organizational and individual performance to personnel incentives, and recognizing and rewarding exemplary accomplishment to foster teamwork and meritocracy.

Once DepEd, as an agency, qualifies or acquires eligibility based on the criteria set by the IATF, the delivery units within the agency shall be ranked. The performance category of the delivery unit shall determine the percentage of PBB that each personnel within the delivery unit shall receive.

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<sup>3</sup> The ECCD Council shall notify the IATF and DepEd on their readiness to participate in the PBB.

## **V. Procedures**

### **A. Agency Eligibility**

13. To be eligible for the PBB, DepEd, as an agency, must satisfy the following criteria and conditions:

- a. Achieve the Congress-approved performance targets for the delivery of Major Final Outputs (MFO) under the Performance Informed Budget (PIB) in the GAA, and the targets for Support to Operations (STO) and General Administration Support Services (GASS);
- b. Satisfy 100% of the Good Governance Conditions (GGC) set by the AO25 IATF, to wit:
  - i. Maintain/update the Agency Transparency Seal as mandated in Section 98 of the FY 2015 GAA (or RA 10651);
  - ii. Maintain/update the Philippine Government Electronic Procurement System (PhilGEPS) posting per RA 9184 (*see Annex 1 – Guideline on PhilGEPS*); and
  - iii. Maintain/update the Citizen's Charter or its equivalent Service Charter as mandated by RA 9485.
- c. Use the Results-Based Performance Management System (RPMS) in rating the performance of First and Second Level employees and officials, including officials holding managerial and Director positions but are not Presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of Career Executive Service (CES) officials and incumbents of CES positions<sup>4</sup>.

14. Inability to meet any of these pre-conditions and/or other conditions that may be set by the IATF beyond the issuance of this Order, shall render ineligibility for the grant of PBB.

15. In cases wherein a specific delivery unit is deemed non-compliant for any of the above conditions, the Performance Management Team (PMT) where the non-compliance exists shall meet to determine the highest accountable official, and all staff members responsible for the non-compliance. The highest accountable official must be a Section Chief, Unit Head, or higher. The names of the highest accountable official and all staff members responsible will be transmitted to the Performance Management Committee (PMC). The said personnel will be included in the isolation list for the FY 2016 PBB, and will be ineligible for the grant of PBB for FY 2016.

16. Inconsistency and inaccuracy of the compliance reports/certifications made by the Department may also be a ground for disqualification to the grant of PBB. Any agency, which, upon the proper determination and due process by the oversight agencies, has been proven to have committed any of the following prohibited acts shall be disqualified from the grant of the PBB in the succeeding

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<sup>4</sup> CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months

year of its implementation. Moreover, the Civil Service Commission (CSC) or Ombudsman shall file the appropriate administrative cases:

- a. Misinterpretation in the submitted reports required for the PBB, commission of fraud in the payment of PBB, and violation of the provisions of appropriate Circulars issued by the IATF; and
- b. Evenly distributing the PBB among employees in an agency, in violation of paying the PBB based in the ranking of delivery units.

17. The PMC and PMTs shall be constituted to ensure that the Department qualifies for the grant of PBB and implements the performance ranking in accordance with this Order.

**B. Individual Eligibility**

18. The eligibility of the Department Secretary shall be based on the eligibility and performance of the agency. His/her PBB rate shall be based on the monthly basic salary as of end of the current rating period, as follows:

*Table 1: PBB Rate of the Department Secretary*

<b>Performance of the Agency</b>	<b>PBB as % of Monthly Basic Salary</b>
Agency achieved all GGCs, and its physical targets in <b>all</b> MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical target/s due to <b>uncontrollable</b> reasons	57.5%
Agency achieved all GGCs, and has deficiency/ies in <b>one</b> of its physical target/s due to <b>controllable</b> reasons	50%

19. Employees belonging to the First and Second Levels, and other officials performing managerial and executive functions, who are neither Presidential appointees nor covered by the CESPES, should receive a rating of at least "Satisfactory" under the RPMS.

Third Level officials and all incumbents of CES positions<sup>5</sup> should receive a rating of at least "Satisfactory" under the CESPES. Payment of the PBB to Third level officials shall be contingent on the results of the CESPES.

20. An official or employee who has rendered a minimum of nine (9) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible to the full grant of the PBB.

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding the actual length of service rendered, as follows:

<sup>5</sup> Pursuant to Career Executive Service Board (CESB) Resolution No. 1093



*Table 2: Criteria for Pro-rating*

<b>Length of Service</b>	<b>% of PBB Rate</b>
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:

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/Study Leave
- viii. Sabbatical Leave

An employee who is on a vacation or sick leave, with or without pay, for the entire year shall not be eligible to the grant of the PBB.

21. In the determination of the length of service, the variation in the RPMS cycle between school-based and non-school-based personnel as stipulated in Part V (Performance Cycle/Process) of DO No. 2, s. 2015 shall be applied.

22. 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 PBB shall come from the parent agency. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency.

The same shall apply to personnel on detail, reassigned, and transferred to other delivery units within DepEd, except that the payment of PBB shall come from the delivery unit where he/she is rated and ranked.

23. Personnel found guilty of administrative and/or criminal cases filed against him/her and meted penalty in the current rating period shall not be entitled to the grant of PBB, notwithstanding the pendency of an appeal. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

24. An official or employee who failed to submit the Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under Civil Service Commission (CSC) MC No. 3, series 2015, shall not be entitled to the grant of PBB. The filing of SALN is in accordance with the Republic Act (RA) 6713, otherwise known as *Code of Conduct and Ethical Standards for Public Officials and*

*Employees*, which states that SALN must be filed: i) within thirty (30) days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within thirty (30) days after separation from the service. Failure of an official or employee to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: i) 1st offence – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense - dismissal from the service.

25. An official or employee who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the Commission of Audit (COA) shall not be entitled to grant of PBB.

26. The Department Secretary, through the PMC and PMTs, should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their Cash Advance, and completed the RPMS forms, as these will be the basis for the release of PBB to individuals.

**C. Performance Review and Evaluation**

27. For each governance level, the performance ranking of the delivery units shall be primarily based on the RPMS rating as reflected in the Office Performance Commitment and Review Form (OPCRF). Specific performance indicator/s shall be identified to reflect the delivery units' performance in the delivery of priority programs that are on top of their respective core functions.

28. A separate ranking shall be conducted for each governance level, to wit:

- a. School Level
- b. Division Level
- c. Regional Level
- d. Central Level

29. Delivery units eligible for the grant of PBB, those that meet the criteria and conditions stipulated in Item No. 13 of this Order, shall be ranked according to the following performance categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

30. Only personnel belonging to the eligible delivery units shall be qualified for the grant of PBB. There shall no longer be a ranking of individuals within the delivery unit.

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of end of the current rating period, as follows, but not lower than PhP5,000.00:

*Table 3: PBB Rates of Individuals*

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

**31. School level ranking**

- a. All public elementary and secondary schools (both junior and senior high schools) shall be ranked at the regional level.
- b. Using the same set of performance indicators as identified in this Order, school level ranking shall be classified based on level such that a separate ranking be conducted for elementary and secondary. SHSs shall be ranked along with JHSs.
- c. Further classification of schools shall be applied for elementary and secondary based on school size such that a separate ranking be conducted for schools with the number of nationally-funded teaching personnel (warm-bodies) as of end of the current rating period specified in Table 4 below:

*Table 4: Criteria on the Classification of Schools*

<b>Elementary</b>	<b>Secondary</b>
<b>NCR:</b> Small – 29 and below Medium – 30 to 59 Large – 60 and above	<b>NCR:</b> Small – 25 and below Medium – 26 to 99 Large – 100 and above
<b>Non-NCR:</b> Small – 9 and below Medium – 10 to 29 Large – 30 and above	<b>Non-NCR:</b> Small – 9 and below Medium – 10 to 25 Large – 26 and above

- d. Using the same set of performance indicators as identified in this Order, a separate ranking shall be conducted for Regional Science High Schools (RSHS). The sixteen (16) RSHSs shall be ranked nationally. No further classification based on school size shall be applied.
- e. All schools shall be measured and ranked based on the following indicators:
  - i. Office Performance Commitment and Review Form (OPCRF) overall score (80 points)**

*The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:*

$$(OPCRF \text{ overall score} / 5) \times 80$$

*Example:*  
*OPCRF overall score = 3.675*

$$(3.675 / 5) \times 80 = 58.8 \text{ points}$$

- ii. % of liquidation of school MOOE from January 1 to December 31, 2016, and timeliness of submission of liquidation reports as of the 5<sup>th</sup> working day of the succeeding month (20 points)**

*The distribution of points in this indicator will be:*

*% Liquidation of MOOE = 15 pts*  
*Timeliness = 5 pts*

*The score will be computed as:*

*% liquidation below 90% will automatically be given 0 points in this item. The points for % liquidation of MOOE will be computed by multiplying % liquidation by 15 points. % liquidation will be computed based on the total amount of MOOE allocated to the school for the year 2016.*

*The points assigned for timeliness will be computed by subtracting 0.417 points for every month of late submission from the 5 points assigned for this item.*

$$(\% \text{Liquidation} \times 15) + \{[5 - (\text{number of late submissions} \times (5 / 12 \text{months}))]\}$$

*Example:*  
*%Liquidation = 95%*  
*No. of late monthly submission = 4*

$$(0.95 \times 15) + [5 - (4 \times 0.417)] = 17.582 \text{ points}$$

- f. Schools that have demonstrated exceptional performance in terms of initiative, innovation, leadership, creativity, recognition, and uniqueness shall receive a plus point on top their total score from the above cited indicators. The following criteria shall be observed.
- i. The school is awarded as Best Implementor of Brigada Eskwela in the national level in SY 2015-16.
  - ii. The school is a recipient of national awards/recognitions in SY 2015-16 from award-giving bodies duly recognized by DepEd.

*Additional 1 point is given if the school achieved any of the two (2) criteria enumerated under Item No. 32(e), for a maximum of 1 point. Point in the plus factor is on top of the total score from the above cited indicators.*

- g. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each school shall be determined.

- h. In case of a tie, the schools with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score and % liquidation of school MOOE, in that order.

If after the above cited criteria have been considered and there is still a tie, all schools with equal total scores will be moved to the next performance category.

**32. Division level ranking**

- a. All SDOs shall be ranked at the regional level.
- b. Classification of SDOs based on size shall no longer apply.
- c. All SDOs shall be measured and ranked based on the following indicators:

**i. OPCRf overall score (80 points)**

*The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:*

$$(OPCRf \text{ overall score} / 5) \times 80$$

*Example:*

$$OPCRf \text{ overall score} = 3.675$$

$$(3.675 / 5) \times 80 = 58.8 \text{ points}$$

**ii. Average OPCRf all schools within the SDO (5 points)**

*The points for this item will be the average OPCRf ratings of all schools (elementary, JHS, SHS) within the SDO*

**iii. FY 2016 Budget Utilization Rate (BUR) (based on obligations as of December 31, 2016) (10 points)**

*The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis Annual Work and Financial Plan (AWFP) by the maximum number of points, i.e.:*

$$\% \text{Accomplishment/Utilization} \times 10$$

*However, % of accomplishment/ utilization vis-à-vis AWFP below 90% will automatically be given 0 points.*

*Example:*

$$\% \text{Accomplishment/Utilization} = 95\%$$

$$0.95 \times 10 = 9.5 \text{ points}$$

**iv. % liquidation of Cash Advances received in FY 2016 (5 points)**

*The points for this item will be computed by multiplying the % liquidation of Cash Advances received in FY 2016 by the maximum number of points, i.e.:*

$$\%Liquidated \times 5$$

*Example:*

$$\%Liquidated = 90\%$$
$$0.90 \times 5 = 4.5 \text{ points}$$

- d. The total accumulated scores from all the indicators and the plus factor shall be ranked from highest to lowest. Based on this ranking, the performance category of each schools division shall be determined.
- e. In case of a tie, the SDOs with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, BUR, % liquidation of Cash Advances, and average OPCRf ratings of schools, in that order.

If after the above cited criteria have been considered and there is still a tie, all SDOs with equal total scores will be moved to the next performance category.

**33. Regional level ranking**

- a. All regions shall be ranked at the national level.
- b. All regions shall be measured and ranked based on the following indicators:

**i. OPCRf overall score (80 points)**

*The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:*

$$(OPCRf \text{ overall score} / 5) \times 80$$

*Example:*

$$OPCRf \text{ overall score} = 3.675$$

$$(3.675 / 5) \times 80 = 58.8 \text{ points}$$

**ii. Average OPCRf ratings of SDOs within the region (5 points)**

*The points for this item will be the average OPCRf ratings of all SDOs within the region.*

**iii. FY 2016 BUR (based on obligations as of December 31, 2016)  
(10 points)**

*The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis AAFP by the maximum number of points, i.e.:*

$$\% \text{Accomplishment/Utilization} \times 10$$

*However, % of accomplishment/utilization vis-à-vis AAFP below 90% will automatically be given 0 points.*

*Example:*

$$\% \text{Accomplishment/Utilization} = 95\%$$

$$0.95 \times 10 = 9.5 \text{ points}$$

**iv. % liquidation of Cash Advances received in FY 2016 (5 points)**

*The points for this item will be computed by multiplying the % liquidation of Cash Advances received in FY 2016 by the maximum number of points, i.e.:*

$$\% \text{Liquidated} \times 5$$

*Example:*

$$\% \text{Liquidated} = 90\%$$

$$0.9 \times 5 = 4.5 \text{ points}$$

- d. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each region shall be determined.
- e. In case of a tie, the regions with the same total scores shall be ranked based on the improvement from previous year's performance in OPCR overall score, BUR, % liquidation of Cash Advances, and average OPCR ratings of SDOs, in that order.

If after the above cited criteria have been considered and there is still a tie, all regions with equal total scores will be moved to the next performance category.

**34. Central level ranking**

- a. The delivery units in the CO specified in Item No. 8(a) shall be measured and ranked according to the following indicators:
- i. OPCR overall score (80 points)**

*The points for this item will be computed by dividing the OPCR overall score by the highest possible OPCR score (5 points), then multiplying the quotient by the maximum points, i.e.:*

$$(\text{OPCR overall score} / 5) \times 80$$

*Example:*  
OPCRF overall score = 3.675

$(3.675 / 5) \times 80 = 58.8$  points

**ii. Average OPCRf ratings of divisions/offices/units within the bureau/service (5 points)**

*The points for this item will be the average OPCRf ratings of all divisions/offices/units within the bureau/service.*

**iii. FY 2016 BUR (based on obligations as of December 31, 2016) (10 points)**

*The points for this item will be computed by multiplying the % of accomplishment/ utilization vis-à-vis AWWP by the maximum number of points, i.e.:*

$\% \text{Accomplishment/Utilization} \times 10$

*However, % of accomplishment/utilization vis-à-vis AWWP below 90% will automatically be given 0 points.*

*Example:*  
 $\% \text{Accomplishment/Utilization} = 95\%$   
 $0.95 \times 10 = 9.5$  points

**iv. % liquidation of Cash Advances received in FY 2016**

*The points for this item will be computed by multiplying the % liquidation of Cash Advances received in FY 2016 by the maximum number of points, i.e.:*

$\% \text{Liquidated} \times 5$

*Example:*  
 $\% \text{Liquidated} = 90\%$   
 $0.9 \times 5 = 4.5$  points

- b. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each office shall be determined.
- c. In case of a tie, the delivery units with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, BUR, % liquidation of Cash Advances, and average OPCRf ratings of divisions/offices/units, in that order.

If after the above cited criteria have been considered and there is still a tie, all delivery units with equal total scores will be moved to the next performance category.

35. Inability to utilize the allotted budget due to valid reasons that are uncontrollable to the delivery unit concerned has to be accompanied by a justification duly signed by the head of office subject for approval of the PMT.



36. All delivery units that are affected by major calamities in FY 2016 shall be ranked using the previous year's data except for the information in the plus factor; provided however, that the delivery unit submits to the PMC a request for exemption for onward verification and approval of the Disaster Risk Reduction and Management Service (DRRMS). The letter of request shall be accompanied by the following:

- a. List of calamity-affected DepEd offices and/or schools;
- b. Preventive measures/initiatives in times of calamity to show that the region, division and/or schools have established necessary precautions even prior to the calamity;
- c. Proof of damage (if available); and
- d. Weekly attendance of learners from the first to fourth Friday following date of resumption, as submitted by schools and consolidated by the divisions and region.

**D. Performance Management Teams**

**37. The Performance Management Committee (PMC)**

- a. The PMC shall be comprised of the following:
  - i. The chairperson shall be the Secretary of the Department of Education.
  - ii. The membership shall include all Undersecretaries and Assistant Secretaries of the Department;
  - iii. One (1) representative from the Association of DepEd Directors (ADD); and
  - iv. One (1) representative of an accredited National Union of the Department of Education.
  - v. The Secretariat for the PMC shall be the Bureau of Human Resources and Organizational Development (BHROD), and the Planning Service.
- b. The PMC shall lead and supervise the overall implementation of the PBB. They are in charge of the compliance to agency requirements for the grant of the PBB, and the submission of necessary reports to the AO25 IATF, and other validating agencies, as necessary.
- c. The PMC shall convene en banc to ensure that the provisions of this Order and other related issuances are complied with. They shall assign specific tasks to each member, to ensure achievement of performance targets, compliance with the Agency's Good Governance Conditions, and timely implementation of the performance review and evaluation.
- d. They shall have the sole authority to approve, and amend all policies regarding the internal guidelines for the implementation of the PBB in the department, and are the final deciding authority regarding appeals of individual eligibility for the grant of the PBB.

- e. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

**38. The Central Office Performance Management Team (CO PMT)**

- a. The CO PMT shall be comprised of the following:
  - i. The chairperson shall be the Undersecretary for Planning and Field Operations; and the co-chairperson shall be the Undersecretary for Finance – Budget Performance Management.
  - ii. The membership shall include the heads of the BHROD, Planning Service, Finance Service, and NEAP as core members;
  - iii. All heads of Bureaus and Services as regular members; and
  - iv. One (1) representative from an accredited Union in the Central Office.
  - v. The Secretariat for the CO PMT shall be the Personnel Division.
- b. All members of the PMT shall have an assigned Alternate Member.
- c. The CO PMT shall be in charge of the compliance of Central Office Bureaus and Services to requirements for the grant of the PBB, and reporting compliance of Bureaus and Services to the PMC.
- d. They shall be responsible for the information dissemination and conduct of orientation activities in the Central Office especially on the rationale, criteria, and process for the grant of PBB.
- e. They shall gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
- f. The CO PMT shall regularly report to the PMC, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC.
- g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
- h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the Central Office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
- i. They shall be the initial deciding authority in the Central Office regarding appeals of individual eligibility for the grant of the PBB.
- j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

**39. The Regional Office Performance Management Team (RO PMT)**

- a. The RO PMT shall be comprised of the following:
  - i. The chairperson shall be the Assistant Regional Director.
  - ii. The membership shall include the Regional Planning Officer, Chief Finance Officer, Chief Administrative Officer, Chief Education Program Supervisor for Human Resource Development Division (HRDD), Field Technical Assistance Division (FTAD) and Quality Assurance Division (QAD); and
  - iii. One (1) representative each from the Philippine Association of School Superintendents (PASS), Philippine Elementary School Principals Association (PESPA), National Association of Public Secondary Schools of the Philippines (NAPSSPHIL) or National Association of Public Secondary School Heads, Inc. (NAPSSHI), an accredited Teacher's Association; and an accredited Union in the Regional Office.
  - iv. The Secretariat for the RO PMT shall be the Administrative Division.
- b. All members of the PMT shall have an assigned Alternate Member.
- c. The RO PMT shall be in charge of the compliance of the Regional Office to requirements for the grant of the PBB, supervision over the compliance of Schools Divisions and schools under their jurisdiction to requirements for the grant of the PBB, and reporting compliance to the PMC;
- d. The RO PMT shall be responsible for the information dissemination and conduct of orientation activities in the Regional Office, and provision of Technical Assistance for the information dissemination and conduct of orientation activities in the Schools Divisions under their jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB.
- e. They shall gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
- f. The RO PMT shall regularly report to the PMC, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC.
- g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
- h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the Regional Office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

- i. They shall be the initial deciding authority in the Regional Office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority in the Schools Division Offices and schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB.
- j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

**40. The Schools Division Office Performance Management Team (SDO PMT)**

- a. The SDO PMT shall be comprised of the following:
  - i. The chairperson shall be the Assistant Schools Division Superintendent (ASDS). In case there are more than one ASDSs, the chairmanship shall be designated by the Schools Division Superintendent (SDS).
  - ii. The membership shall include the Division Planning Officer, Chief Accountant, Chief Administrative Officer, Chief Education Program Supervisor for School Governance Division (SGOD) and Curriculum Implementation Division (CID); and
  - iii. One (1) representative each from the Philippine Elementary School Principals Association (PESPA), National Association of Public Secondary Schools of the Philippines (NAPSSPHIL) or National Association of Public Secondary School Heads, Inc. (NAPSSHI), an accredited Teacher's Association; and an accredited Union in the Schools Division Office.
  - iv. The Secretariat for the SDO PMT shall be the Administrative Division.
- b. All members of the PMT shall have an assigned Alternate Member.
- c. The SDO PMT is in charge of the compliance of the SDO, and supervision over the compliance of schools under their jurisdiction, to requirements for the grant of the PBB, and reporting compliance to the RO PMT.
- d. They shall be responsible for the information dissemination and conduct of orientation activities in the Schools Division Office, and provision of Technical Assistance for the information dissemination and conduct of orientation activities in the schools under their jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB.
- e. They shall gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
- f. The SDO PMT shall regularly report to the RO PMT, the status of performance review and evaluation and discuss pressing issues and

concerns. Documentation thereof is required for onward submission to the RO PMT.

- g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction; and
- h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the Schools Division Office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
- i. They shall be the initial deciding authority in the Schools Division Office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB.
- j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

**41. The School Performance Management Team**

- a. The School PMT shall be comprised of the following:
  - i. The chairperson shall be the School Head.
  - ii. The membership shall include one Head Teacher or Master Teacher with supervisory function (if any);
  - iii. The President of the Parent Teacher Association, the President of the School Governing Council; and one (1) representative of an accredited Union in the Schools Division Office.
- b. All members of the PMT shall have an assigned Alternate Member.
- c. The School PMT shall be in charge of the compliance of the School to requirements for the grant of the PBB, and reporting compliance to the SDO PMT.
- d. They shall be responsible for the information dissemination and conduct of orientation activities in the school, specifically on the rationale, criteria, and process for the grant of PBB.
- e. They shall gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
- f. The School PMT shall regularly report to the SDO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT.

- g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
- h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the school, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
- i. They shall be the initial deciding authority in the school regarding appeals of individual eligibility for the grant of the PBB.
- j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

**E. Performance Reporting and Validation**

42. Performance review and evaluation templates (PRETs) are tools that shall be used by the concerned PMT to determine the performance category and level of PBB of delivery units and personnel. These PRETs are formula-based MS Excel files that will automatically compute for the scores of each delivery unit and personnel based on the criteria stipulated in this Order. These PRETs can be downloaded from the official website (<http://www.deped.gov.ph/others>) and/or requested through electronic mail ([pbb.secretariat@gmail.com](mailto:pbb.secretariat@gmail.com)). PRETs for different organizational levels and personnel are enumerated below:

- a. School Level PRET
- b. Division Level PRET
- c. Regional Level PRET
- d. Central Level PRET

43. Final reports duly signed by the authorized signatories shall be submitted using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2.

**44. School level ranking**

- a. Separate rankings shall be conducted for elementary and secondary levels. The RO PMT shall conduct the ranking of elementary and secondary schools within the region. The CO PMT shall conduct the ranking for the RSHSs.
- b. Schools, except RSHSs, shall be classified as small, medium and large based on the criteria specified in Table 4 under Item No. 32(c). A separate School Level PRET shall be used for each classification.
- c. Using the School Level PRET (Form 1.4 tabs), the SDO PMTs shall provide the RO PMT with the list of schools within their respective divisions, including the required school data/information (i.e., OPCR rating, percentage and timeliness of liquidation of school MOOE, plus factor, etc.) to be used as bases for ranking. The schools must already be classified into small, medium, and large, and submitted in separate tabs (i.e., Form 1.4 Small, Form 1.4 Medium, Form 1.4 Large). The SDO PMT shall ensure the correctness and accuracy of the data/information submitted to the RO PMT.

- d. Using the School Level PRET (Form 1.4 tabs), the RO PMT shall consolidate the reports submitted by the SDOs, and determine the total score of each school. The RO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each school. The RO PMT shall ensure the correctness and accuracy of the school level ranking, and address issues such as tie breaking.
- e. Duly signed result of the school level ranking (Form 1.3) must be returned to the SDOs and schools for the determination of individual PBB rates.
- f. Using the School Level PRET (Form 1.2 tab), the School PMTs shall identify and list all the eligible employees in their respective schools, including the all other necessary data/information (i.e., salary grade, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order. National awardees must also be identified and accounted for.
- g. Duly signed list of school-based personnel (Form 1.2) must be submitted to and validated by the SDO PMT.
- h. The SDO PMTs shall consolidate the Forms 1.2, and submit a duly signed consolidated result of school level ranking with individual PBB amounts to the RO PMT using Form 1.1.
- i. The RO PMT shall consolidate the Forms 1.1, and summarize the results of school level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see *Annex 2*.
- j. Duly signed Report on Ranking of Offices/Delivery Units (Form 1.0) must be submitted to the PMC Secretariat for onward transmittal to the AO25 Secretariat and the DBM. Deadline of submission shall be announced on a separate memorandum.

**45. Division level ranking**

- a. A separate ranking shall be conducted for SDOs within the region. No further classification based on size shall be applied. The RO PMT shall conduct the ranking of SDOs within the region.
- b. The SDO PMT shall provide the RO PMT with all the required SDO data/information (i.e., OPCRf rating, average OPCRf ratings of schools within the SDO, FY 2016 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The SDO PMT shall ensure the correctness and accuracy of the data/information submitted to the RO PMT.
- c. Using the Division Level PRET (Form 1.3 tab), the RO PMT shall consolidate the reports submitted by the SDOs, and determine the total

score of each SDO. The RO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each SDO. The RO PMT shall ensure the correctness and accuracy of the division level ranking, and address issues such as tie breaking.

- d. Duly signed result of the division level ranking (Form 1.3) must be returned to the SDOs for the determination of individual PBB rates.
- e. Using the Division Level PRET (Form 1.2 tab), the SDO PMTs shall identify and list all the eligible employees in their respective SDOs, including the all other necessary data/information (i.e., salary grade, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order. National awardees must also be identified and accounted for.
- f. Duly signed list of SDO personnel (Form 1.2) must be submitted to and validated by the RO PMT.
- g. The RO PMT shall consolidate the Forms 1.2, and summarize the results of division level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2.
- h. Duly signed Report on Ranking of Offices/Delivery Units (Form 1.0) must be submitted to the PMC Secretariat for onward transmittal to the AO25 Secretariat and the DBM. Deadline of submission shall be announced on a separate memorandum.

**46. Regional level ranking**

- a. A separate ranking shall be conducted for regional level ranking. The PMC Secretariat shall conduct the regional level ranking.
- b. The RO PMT shall provide the PMC Secretariat with all the required RO data/information (i.e., OPCRf rating, average OPCRf ratings of SDOs within the RO, FY 2016 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The RO PMT shall ensure the correctness and accuracy of the data/information submitted to the PMC Secretariat.
- c. Using the Regional Level PRET (Form 1.3 tab), the PMC Secretariat shall consolidate the reports submitted by the ROs, and determine the total score of each RO. The PMC Secretariat shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each RO. The PMC Secretariat shall ensure the correctness and accuracy of the regional level ranking, and address issues such as tie breaking.
- d. Duly signed result of the regional level ranking (Form 1.3) must be returned to the ROs for the determination of individual PBB rates.



- e. Using the Regional Level PRET (Form 1.2 tab), the RO PMTs shall identify and list all the eligible employees in their respective ROs, including the all other necessary data/information (i.e., salary grade, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order. National awardees must also be identified and accounted for.
- f. Duly signed list of RO personnel (Form 1.2) must be submitted to and validated by the PMC Secretariat.
- g. The PMC Secretariat shall consolidate the Forms 1.2, and summarize the results of regional level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2 – for onward transmittal to the AO25 Secretariat and the DBM.

**47. Central level ranking**

- a. A separate ranking shall be conducted for central level ranking. The CO PMT shall conduct the central level ranking.
- b. The CO PMT shall gather all the required CO data/information (i.e., OPCRF rating, average OPCRF ratings of division/offices/units within the bureau/service/delivery unit, FY 2016 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The CO PMT shall ensure the correctness and accuracy of the data/information.
- c. Using the Central Level PRET (Form 1.3 tab), the CO PMT shall determine the total score of each bureau/service/delivery unit. The CO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each bureau/service/delivery unit. The CO PMT shall ensure the correctness and accuracy of the central level ranking, and address issues such as tie breaking.
- d. Using the Central Level PRET (Form 1.2 tab), the CO PMTs shall determine the individual PBB rates of CO personnel. The CO PMT shall identify and list all the eligible employees in their respective ROs, including the all other necessary data/information (i.e., salary grade, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order. National awardees must also be identified and accounted for.
- e. Duly signed list of CO personnel (Form 1.2) must be submitted to and validated by the PMC Secretariat.

- f. The PMC Secretariat shall consolidate the Forms 1.2, and summarize the results of central level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see *Annex 2* – for onward transmittal to the AO25 Secretariat and the DBM.

48. A process flowchart is enclosed in *Annex 3*.

49. Only the submissions duly signed by the authorized signatories shall be considered final. Retrieval and/or revisions of submitted forms must be accompanied by a justification.

50. Inaccuracy and incompleteness of reports submitted, and inability to comply with the requirements and deadlines shall be a ground for administrative action against the concerned PMT and authorized signatories, in accordance with Section 46(F) of the Revised Rules on Administrative Cases in the Civil Service, unless proper justification is provided.

51. The PMC Secretariat shall transmit to AO25 Secretariat and DBM all Forms 1.0 of the school, division, regional and central level rankings for onward funding and release of PBB.

52. The PMC Secretariat shall issue a Notice of Ranking once the Forms 1.0 are approved by the AO25 Secretariat and the DBM.

#### **F. Appeals Process**

53. The PMTs in the different governance levels shall serve as the body that reviews, assesses, and decides on appeals regarding the ranking of delivery units. The scope of appeals is as follows:

- a. PMC: final judgements regarding ranking appeals.
- b. CO PMT: ranking appeals from Bureaus and Services of Central Office.
- c. RO PMT: ranking appeals from the SDOs, and schools within their jurisdiction.

54. In cases of appeals regarding the ranking of schools, the process is as follows:

- a. Appeal is through a letter from the School PMT addressed to the Chairperson of the RO PMT, with a copy sent to the SDO PMT. The letter must state their basis for their appeal in ranking;
- b. Must include supporting documents as proof, attesting to said basis for appeal;
- c. Must be submitted within fifteen (15) calendar days of receipt of Notice of Ranking.
- d. Once the resolution from the RO PMT has been released, the schools involved have fifteen (15) days upon receipt of the resolution to appeal the decision to the PMC.
- e. Appeal to the PMC is through a letter from the School PMT addressed to the Chairperson of the PMC, with a copy sent to the SDO PMT and RO PMT. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the RO PMT;

- f. Must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.
  - g. Once the resolution from the RO PMT has been released, the individuals involved have fifteen (15) days from receipt to appeal the decision to the PMC.
  - h. The resolution from the PMC is deemed final.
  - i. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2016.
55. In cases of appeals regarding the ranking of SDOs, the process is as follows:
- a. Appeal is through a letter from the SDO PMT addressed to the Chairperson of the RO PMT.
  - b. The letter must state their basis for their appeal in ranking;
  - c. Must include supporting documents as proof, attesting to said basis for appeal;
  - d. Must be submitted within fifteen (15) calendar days of receipt of Notice of Ranking.
  - e. Once the resolution from the RO PMT has been released, the schools involved have fifteen (15) days upon receipt of the resolution to appeal the decision to the PMC.
  - f. Appeal to the PMC is through a letter from the SDO PMT addressed to the Chairperson of the PMC.
  - g. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the RO PMT;
  - h. Must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.
  - i. Once the resolution from the RO PMT has been released, the individuals involved have fifteen (15) days from receipt to appeal the decision to the PMC.
  - j. The resolution from the PMC is deemed final.
  - k. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2016.
56. In cases of appeals regarding the ranking of ROs, the process is as follows:
- a. Appeal is through a letter from the RO PMT addressed to the Chairperson of the PMC.
  - b. The letter must state their basis for their appeal in ranking;
  - c. Must include supporting documents as proof, attesting to said basis for appeal;
  - d. Must be submitted within fifteen (15) calendar days of receipt of Notice of Ranking.
  - e. The resolution from the PMC is deemed final.
  - f. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2016.
57. In cases of appeals regarding the ranking of Central Office Bureaus and Services, the process is as follows:
- a. Appeal is through a letter from the Head of the Bureau or Service addressed to the Chairperson of the CO PMT.
  - b. The letter must state their basis for their appeal in ranking;

- c. Must include supporting documents as proof, attesting to said basis for appeal;
- d. Must be submitted within fifteen (15) calendar days of receipt of Notice of Ranking.
- e. Once the resolution from the CO PMT has been released, the schools involved have fifteen (15) days upon receipt of the resolution to appeal the decision to the PMC.
- f. Appeal to the PMC is through a letter from the Head of the Bureau or Service addressed to the Chairperson of the PMC.
- g. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the CO PMT;
- h. Must include supporting documents as proof, attesting to said basis; and the resolution from the CO PMT.
- i. Once the resolution from the CO PMT has been released, the individuals involved have fifteen (15) days from receipt to appeal the decision to the PMC.
- j. The resolution from the PMC is deemed final.
- k. Any misrepresentation in documents provided will render the Head of Office and accountable officers ineligible for the grant of PBB for FY 2016.

58. The PMTs in the different governance levels shall serve as the body that reviews, assesses, and decides on appeals of individual eligibility for the grant of the PBB. The scope of appeals is as follows:

- a. PMC: final judgements regarding appeals.
- b. CO PMT: appeals from Bureaus and Services of Central Office.
- c. RO PMT: appeals from RO, and those elevated from the SDOs, and schools within their jurisdiction.
- d. SDO PMT: appeals from the SDO, and those elevated from the schools within their jurisdiction.
- e. School PMT: appeals from the school level.

59. An individual or group of individuals in the school level who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the School PMT, stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Must be submitted within fifteen (15) calendar days of receipt of Notice of non-eligibility for PBB, to the School Head.
- d. Once the resolution from the School PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the SDO PMT.
- e. Appeal to the SDO PMT is through a letter addressed to the Chairperson of the SDO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT;
- f. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT.

- g. Once the resolution from the SDO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the RO PMT.
- h. Appeal to the RO PMT is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT, and SDO PMT;
- i. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT, and SDO PMT.
- j. Once the resolution from the RO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the PMC.
- k. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT, SDO PMT, and RO PMT;
- l. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT, SDO PMT, and RO PMT.
- m. The resolution from the PMC is deemed final.
- n. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2016.

60. An individual or group of individuals in the SDO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the SDO PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons.
- c. Once the resolution from the SDO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the RO PMT.
- d. Appeal to the RO PMT is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT.
- f. Once the resolution from the RO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the PMC.
- g. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT, and RO PMT;
- h. Must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT, and RO PMT.
- i. The resolution from the PMC is deemed final.
- j. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2016.

61. An individual or group of individuals in the RO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Once the resolution from the RO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the PMC.
- d. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the RO PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the RO PMT.
- f. The resolution from the PMC is deemed final.
- g. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2016.

62. An individual or group of individuals in the central office who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the CO PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Once the resolution from the CO PMT has been released, the individuals involved have fifteen (15) days to appeal the decision to the PMC.
- d. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the CO PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the CO PMT.
- f. The resolution from the PMC is deemed final.
- g. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2016.

63. Noncompliance to the appeal timelines and procedures will render the appeal void in the governance level where the appeal is non-compliant. In those cases, all resolutions for previous appeals in lower governance levels where the appeals were compliant still stand.

64. All appeals filed before the PMTs and PMC shall be acted upon within fifteen (15) days upon receipt of the committee.

#### **G. Information and Communication**

65. The PMC Secretariat shall conduct orientation workshops with RO PMT/SDO PMT representatives to gauge them the provisions of this Order as well as the process and timelines on the grant of FY 2016 PBB. The RO and SDO PMTs shall cascade the orientations at the school level.

66. RO PMTs shall submit to the PMC all regional and division memoranda constituting the RO, SDO, and School PMTs. This shall include the name of the identified focal person and his/her contact details – landline, cellphone, and email address.

67. The following communication channels shall be set up for proper facilitation and submission:

- a. Official mailing address: PMC Secretariat c/o Personnel Division, DepEd Complex, Meralco Avenue, Pasig City 1600
- b. E-mail account: [pbb.secretariat@gmail.com](mailto:pbb.secretariat@gmail.com)
- c. Landline: (02) 636-6546 / 633-9345

68. The PMC shall regularly disseminate PBB-related information announcements, advisories and memoranda.

69. The PMC Secretariat shall manage all the national communication channels.

#### **H. Funding Source**

70. Funds shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the GAA.

71. The PBB shall be subjected to tax per RA 10653 which states that:

*"Gross benefits received by officials and employees of public and private entities: Provided, however, That the total exclusion under this subparagraph shall not exceed eighty-two thousand pesos (P82,000) which shall cover:"*

*"Other benefits such as productivity incentives and Christmas bonus: Provided, That every three (3) years after the effectivity of this Act, the President of the Philippines shall adjust the amount herein stated to its present value using the Consumer Price Index (CPI), as published by the National Statistics Office (NSO)."*

#### **VI. Monitoring and Evaluation**

72. The PMC shall oversee the overall implementation of the PBB. It shall ensure the compliance of the agency to the requirements set by the IATF, and ensure that the ranking in all governance levels are conducted in a timely manner and in accordance with the provisions of this Order.

73. The PMTs in all governance levels shall continuously disseminate information and detailed instructions and gather feedback on the implementation of the PBB. The RO PMT shall ensure that the implementation, particularly on the submission of required reports, of their respective regions and divisions is on track in terms of timeline and in adherence to the provisions stipulated in this Order. The PMTs in all governance level shall regularly report to the head of office (i.e., Secretary, Regional Director, Schools Division Superintendent, School Head) on the status of performance review and evaluation, and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC. Post-evaluation review of this policy shall be conducted to further enhance its provisions and effectiveness.

#### **VII. References**

74. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. Executive Order (EO) No. 80, s. 2012, *“Directing the Adoption of Performance-based Incentive System for Government Employees”*
- b. Executive Order (EO) No. 43, s. 2011, *“Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters”*
- c. Administrative Order (AO) No. 25, s. 2011, *“Creating an Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems”*
- d. Executive Order (EO) No. 181, s. 2015, *“Implementation of the Provisions of the FY 2015 General Appropriations Act (GAA) on the Grant of the FY 2015 Productivity Enhancement Incentive (PEI) to Government Employees”*
- e. Executive Order (EO) No. 201, s. 2016, *“Modifying the Salary Schedule of Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel”*
- f. AO25 IATF Memorandum Circular No. 2016-1, *“Guidelines for the Grant of Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201”*
- g. Republic Act (RA) No. 10717, *“FY 2016 General Appropriations Act”*
- h. Republic Act (RA) No. 9184, *“An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes”*
- i. Republic Act (RA) No. 9485, *“An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor”*
- j. DepEd Order No. 2, s. 2015, *“Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education”*
- k. Career Executive Service Board (CESB) Resolution No. 1093, *“Retaining the ‘Very Satisfactory’ Rating for Third Level Officials in Determining Eligibility to the PBB”*
- l. Civil Service Commission (CSC) MC No. 3, s. 2015, *“Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)”*
- m. Republic Act (RA) No. 6713, *“Code of Conduct and Ethical Standards for Public Officials and Employees”*
- n. DepEd Order No. 342, s. 2009, *“Adoption and Implementation of a Citizen’s Charter of the Department of Education in Compliance with Republic Act No. 9485 (Anti-Red Tape Act of 2007) and its Implementing Rules and Regulations”*
- o. Revised Rules on Administrative Cases in the Civil Service



- p. Republic Act (RA) No. 10653, *“An Act Adjusting the 13<sup>th</sup> Month Pay and Other Benefits Ceiling Excluded from the Computation of Gross Income for Purposes of Income Taxation, Amending for the Purpose Section 32(B), Chapter VI of the National Internal Revenue Code of 1997, as Amended”*

**VIII. Transitory Provision**

75. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

**IX. Effectivity**

76. This Order shall take effect immediately upon publication in the DepEd official website.

**ANNEX 1**

**PhilGEPS Guidelines**

Departments/Agencies/Offices should ensure PhilGEPS complete posting based on the following guidelines:

<b>Status of Notice in PhilGEPS</b>	<b>Status of Award in PhilGEPS</b>	<b>Required Action</b>
Closed / Closed – Pending Opening	Null	<p>Identify specific bid result and explain the status of each line item.</p> <p>The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Closed / Closed – Pending Opening	Posted	<p>Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS</p> <p>In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Awarded	Null	<p>Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS</p> <p>In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>
Awarded	Posted	<p>Post the Notice to Proceed and Approved Contract in PhilGEPS.</p> <p>In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>.</p>

If departments/agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to [aa25secretariat@dap.edu.ph](mailto:aa25secretariat@dap.edu.ph). Kindly follow the format below:

(Department/Agency's Letterhead)

The justification/s being issued in response to the non-compliance of posting of the following items on the PhilGEPs website:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Remarks/Explanation

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the \_\_\_\_ day of \_\_\_\_ 2015 at (City/Municipality), Philippines.

Signed by:

Noted by:

\_\_\_\_\_

BAC Chair

\_\_\_\_\_

Head of Procuring Entity

Date:

Date:

ANNEX 2

Form 1.0

**REPORT ON RANKING OF OFFICES/SCHOOLS/DELIVERY UNITS**

Department/Agency & Region \_\_\_\_\_

<b>1.0 Summary of Information Required</b>
1.1 Total No. of Bureau/Offices/Schools/Delivery Units _____
1.2 Total No. of Bureaus/Offices/Schools/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of November 30, 2016 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

### REPORT ON RANKING OF OFFICES/SCHOOLS/DELIVERY UNITS

Department/Agency & Region: \_\_\_\_\_

Ranking	Names of Bureaus/ Offices/Schools/ Delivery Units	Rate of Accomplishment of Targets (In %)	List of Employees					
			Names of Employee	Salary Grade	Salary Step	Monthly Basic Salary	Months in service in 2016	Amount of PBB
<b>2.1 Best (10%)</b>	Delivery Unit 1							
	Delivery Unit 2							
<b>TOTAL BEST</b>								
<b>2.2 Better (25%)</b>	Delivery Unit 1							
	Delivery Unit 2							
<b>TOTAL BETTER</b>								

Ranking	Names of Bureaus/ Offices/Schools/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees					Amount of PBB
			Names of Employee	Salary Grade	Salary Step	Monthly Basic Salary	Months in service in 2016	
2.3 Good (65%)	Delivery Unit 1							
	Delivery Unit 2							
<b>TOTAL GOOD</b>								
2.4 Did not meet Targets (No PBB)	Delivery Unit 1							
	Delivery Unit 2							
	<b>TOTAL POOR</b>							
2.5 Did not submit SALN	Delivery Unit 1							
	Delivery Unit 2							
	<b>TOTAL</b>							
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1							
	Delivery Unit 2							
	<b>TOTAL</b>							

<b>2.7 Did not submit SPMS Forms</b>	Delivery Unit 1			
	Delivery Unit 2			
	<b>TOTAL</b>			

\_\_\_\_\_  
**Chief Administrative Officer**

**Date:**

\_\_\_\_\_  
**Performance Management Team Chair**

**Date:**

\_\_\_\_\_  
**Head of Office**

**Date:**

**PBS Process Flow**

