

GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB) REGION 1 MEDICAL CENTER

1.0 Purpose:

In relation to the Memorandum Circular 2020-01 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems cascaded by the Department of Health through Department Memorandum 2020-0402, Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2020, the Region 1 Medical Center adapts the following criteria and grant in the Ranking of Delivery Units for Performance Based Bonus for FY 2020.

2.0 Scope:

This guideline shall cover the employees of Region 1 Medical Center holding regular, contractual and casual positions. Excluded are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

3.0 Eligibility Criteria:

- A. **Good Governance Conditions (GGCs).** Satisfy 100% of GGCs for FY 2020 as provided in Section 4.0 of Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular 2020-01.
- B. **Performance Target.** 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 2020. The details of the requirements are indicated in Section 5.0
- C. **Performance Rating System to be Used for Personnel in the First and Second Levels, and those occupying Career Executive Service (CES) positions.** The rating of the performance of the first and second level officials and employees including managerial positions shall be consistent with the CSC-approved Strategic Performance Management System (SPMS). For the CES officers and based on the guidelines issued by the CES Board (CESB).

4.0 Good Governance Conditions

The following GGCs are set based on performance drivers of the Results Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for 1) heightened transparency; 2) stronger public accountability, and 3) more inclusive and people-centered public services:

- A. Maintain/Update the agency Transparency Seal (TS) under Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA)

- B. Update the PhilGEPS posting of all invitations to bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2020, including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment (Non-CSE) itemson or before January 29, 2021.
- C. Set-up Most Current and Updated Citizen's or Service Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, pursuant to Section 6 of RA No. 11032 and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

5.0 FY 2020 Physical Targets

1. Streamlining and Process Improvement (SPI) of the agency'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 agency performance in delivering said services, it shall determine and report the following streamlining criteria and improvements from reported accomplishments in FY 2019 using Annex 3A Form A Department / Agency Performance Report which includes number of steps, turnaround time (TAT), number of signatures, number of required documents, transaction cost and sbstantive compliance cost.

Region 1 Medical Center shall report the baseline information of each of the abovementioned streamlining criteria based on the agency's Citizen's/Service Charter updated before FY 2020. It shall set their FY 2020 Streamlining improvement Target for each streamlining criterion for every declared service including reduction in the number of signatures to not more than three (3); simplification of application forms or reduction in the number of documentary requirements; and reduction in the turnaroundtime and completion of the transaction within the maximum period of three (3), seven (7), and twenty (20) working days based on the classification of transactions under the law, unless otherwise indicated under special law. It shall submit supporting additional documents to show actual improvements and as proof of streamlining accomplishments. In the event that the Region 1 Medical Center 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.

2. Client Satisfaction Survey. In determining the effectiveness of streamlining and process improvements in critical services in the government, the Region 1 Medical Center embed feedback mechanisms and client satisfaction measurement in the process improvement efforts: Using the FY 2019 and 2020 improvement action plans that the agencies reported during the FY 2018 PBB discussions for each service, it shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey.

3. Support to Operations (STO) Targets. Initial Certification / Recertification of the agency's Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under its existing pertinent laws.
4. GASS Targets.
 - a. Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment, which shall consist of:
 - i. Achievement of at least 90% Obligations BUR. Obligations BUR 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 2020 from all appropriation sources, including those released under the 2020 General Appropriations Act as the Allotment Order policy, net of savings from procurement and implementation of cost-cutting measures
 - ii. Achievement of at least 85% Disbursement BUR which is measured as 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, 2019 but executed and paid only in 2020.
 - 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 since FY 2018 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the Region 1 Medical Center audit findings by the end of 2020.
 - c. 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.
 - d. Submission of FY 2021 Annual Procurement Plan-Common Use Supplies and Equipment (FY 2021 APP-CSE) to the DBM Procurement Service on or before December 15, 2020 in the prescribed format by DBM-PS. The same should be posted on the agency TS webpage not later than December 15, 2020.
 - e. Undertaking of Early Procurement for at least 50% of the total value of eligible Procurement Projects included in the proposed budget of the department / agency in the NEP.
 - f. Submission of results of FY 2019 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 June 30, 2020.
5. Other cross-cutting requirements
 - a. Establishment and Conduct of Agency Review and Compliance of SALN. Under Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713) and CSC Resolutions Nos. 13000455 and 1500088, each department/agency shall establish a SALN Review and

Compliance Committee to determine whether said statements have been submitted on time, are complete and are in proper form.

- 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). Agencies should comply with the following FOI requirements within the set deadline: (1) The Updated People's FOI manual (including the new designated list of FOI Receiving Office/rs and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before January 29, 2021; (2) The FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) uploaded in the agency TS page on or before January 29, 2021; (3) A screenshot of the agency website's homepage containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foi.pco@gmail.com on or before January 29, 2021; and (4) Modified One-page FOI Manual (including FOI Receiving Office/rs and its contact details and the step-by-step procedure of FOI Request in standard paper-based and electronic format) uploaded in the agency TS page on or before January 29, 2021.
6. To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, the agency should also declare non-frontline services provided to units/employees performed by the latter delivery unit.

6.0 Eligibility of Individuals

- A. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System (SPMS).
- B. Personnel in 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. The payment of the PBB shall come from the mother agency.
- C. 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.
- D. 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.
- E. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Satisfactory rating may be eligible for the full grant of the PBB.
- F. 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Services	% of PBB
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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%

- G. 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: (1) Being a newly hired employee; (2) Retirement; (3) Resignation; (4) Rehabilitation Leave; (5) Maternity Leave and/or Paternity Leave; (6) Vacation or Sick Leave with or without pay; (7) Scholarship / Study Leave; and/or (8) Sabbatical Leave.

7.0 Non-Eligibility of Individuals

- A. An employee who is on vacation or sick leave, with or without pay, for the entire year.
- B. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.
- C. Officials and employees who failed to submit the 2019 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.
- D. Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period.
- E. Officials and employees who failed to submit their complete SPMS Forms.
- F. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units if the it fails to comply with any of these requirements.

8.0 Rating and Ranking Of Delivery Units

- A. Delivery Units that met the criteria and conditions of Section 4 of the Memorandum Circular 2020-01 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems are eligible to the PBB shall be forced ranked according to the following categories:

Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

B. The delivery units of the Region 1 Medical Center are as follows:

Divisions	No. of Offices/Sections
Office of the Medical Center Chief	11
Medical Service	25
Nursing Service	18
Hospital Operations and Patient Support	10
Finance Service	5

C. Criteria for ranking delivery Units:

	Criteria
1	OPCR/DPCR/SPCR/IPCR Results
2	Submission of SPMS Forms
3	Submission of Daily Time Record
4	DTR Deficiencies
5	Submission of Monthly Accomplishment Report
6	Submission of SALN
7	Submission of ARTA Requirements
8	Annual Physical Check Up of Employees

Criteria No. 1 OPCR/DPCR/SPCR/IPCR Results	
5	Target exceeded by 30% and more
4	Target exceeded by 15%-29%
3	Target exceeded by 1%-14%
2	51%-99% of the Target was accomplished
1	50% and below of the Target was accomplished

Criteria No. 2 Submission of SPMS Forms	
5	On the deadline
4	1 day late
3	2 days late
2	3 days late
1	4 or more days late

Criteria No. 3 Submission of Daily Time Record	
5	1 st and 2 nd working day of the HRMO
4	3 rd working day of the HRMO
3	4 th working day of the HRMO
2	5 th working day of the HRMO
1	6 th or more working day of the HRMO

Criteria No.4 DTR Deficiencies	
5	1-3 deficiencies
4	4 deficiencies
3	5 deficiencies
2	6 deficiencies
1	7 or more deficiencies

Criteria No. 5 Submission of Monthly Accomplishment Report	
5	On the deadline
4	1 day late
3	2 days late
2	3 days late
1	4 or more days late

Criteria No. 6 Submission of SALN	
5	On the deadline
4	1 day late
3	2 days late
2	3 days late
1	4 or more days late

Criteria No. 7 Submission of ARTA Requirements	
5	On the deadline
4	1 day late
3	2 days late
2	3 days late
1	4 or more days late

Criteria No. 8 Annual Employee Check Up	
5	100% of all personnel in the Delivery Unit
4	91% - 99% of all personnel in the Delivery Unit
3	81% - 90% of all personnel in the Delivery Unit
2	71% - 80% of all personnel in the Delivery Unit
1	70% and below of all personnel in the Delivery Unit

9.0 Rates of PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of Basic Salary
Best delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.5

10.0 The Performance Management Team

- A. The committee shall be responsible for the management, implementation, monitoring and evaluation of the guidelines in the performance of the delivery units.

- B. The PMT shall be responsible for the final ranking of the delivery units and address other rating concerns. In case of a tie, it shall develop a tie breaking mechanism relevant to performance management to address the situation.

- C. All issues, concerns, appeals, complains and grievances relevant to the 2020 PBB shall be resolved by the PMT. Procedures in settlement of the above mentioned situations shall be based on relevant or closest CSC rules and other legal references.

11.0 Effectivity

This guideline in the Ranking of Delivery Units for the grant of FY 2020 Performance Based Bonus (PBB) shall take effect immediately.

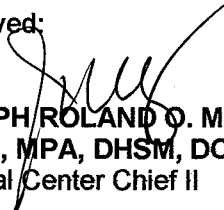
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