

## RATING CRITERIA FOR 2015 PERFORMANCE BASED BONUS (PBB)

NAME :  
 POSITION :  
 UNIT :  
 DIVISION :

| INNOVATIONS (25%)      |    | PER-SONAL | SUPER-VISOR | ATTITUDE (25%)         |    | PER-SONAL | SUPER-VISOR | PERFORMANCE (40%)  |      | PER-SONAL | SUPER-VISOR | ATTENDANCE/PUNCTUALITY (10%) |  | ACTUAL |
|------------------------|----|-----------|-------------|------------------------|----|-----------|-------------|--------------------|------|-----------|-------------|------------------------------|--|--------|
| Suggestion Initiated   | 5  |           |             | Positive Work Attitude | 5  |           |             | Quality            | 12.5 |           |             | Absences                     |  |        |
| Suggestion Accepted    | 7  |           |             | Responsive-ness        | 5  |           |             | Quantity           | 12.5 |           |             | Tardiness (L+U)              |  |        |
| Suggestion Implemented | 13 |           |             | Values                 | 5  |           |             | Timeliness         | 15   |           |             |                              |  |        |
|                        |    |           |             | Teamwork               | 10 |           |             |                    |      |           |             |                              |  |        |
| <b>TOTAL - 25%</b>     |    |           |             | <b>TOTAL - 25%</b>     |    |           |             | <b>TOTAL - 40%</b> |      |           |             | <b>TOTAL - 10%</b>           |  |        |
| YOUR SCORE             |    |           |             | YOUR SCORE             |    |           |             | YOUR SCORE         |      |           |             | YOUR SCORE                   |  |        |

### ATTENDANCE/PUNCTUALITY (10%) Point System:

| No. of Absences | No. of Tardiness  | Final Rating (%) |
|-----------------|---|------------------|
| 0               | 0   | 10               |
|                 |   | 9                |
| 1-2             | 1-3   | 8                |
|                 |   | 7                |
| 3-4             | 4-6   | 6                |
|                 |   | 5                |
| 5-6             | 7-9   | 4                |
|                 |   | 3                |
| 7-8             | 10-12   | 2                |
|                 |   | 1                |
| 9-10            | 13 and Up   | 0                |
|                 | 10 as the maximum allowed every month (CSC Ruling) but giving leniency... |                  |

### WHEREIN:

| EQUIVALENT (ALLOWED) | POINTS | TARDINESS | POINTS | FORMULA  |
|----------------------|--------|-----------|--------|--|
| 1 <sup>ST</sup> 8    | 0      | 0         | 0      | $\frac{\text{Absences} + \text{Tardiness}}{2}$ <p>Note: Why 1<sup>st</sup> 8? We are allowed three (3) Medical Leave and five (5) Privilege Leave. You will be marked 1 absence only after exhausting the allowed 1<sup>st</sup> 8 leaves.</p> |
| 9                    | 1      | 1-3       | 1      |  |
| 10                   | 2      | 4-6       | 2      |  |
| 11                   | 3      | 7-9       | 3      |  |
| 12                   | 4      | 10-12     | 4      |  |
| 13 and UP            | 5      | 13 and Up | 5      |  |



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

SEP 01 2014

MEMORANDUM

FOR: DOST Attached Agencies and Regional Offices

FROM: *[Signature]*  
ATTY. GEN. RILDO C. SANTOS  
Assistant Secretary and Chairperson, Performance Management Team

SUBJECT: Guidelines on the Two-Level Forced Ranking Procedures in the Implementation of the Performance-Based Bonus (PBB) Within the DOST System

DATE: August 29, 2014

To facilitate the implementation of the Performance-Based Bonus (PBB) within the DOST system, a two-level forced ranking procedure shall be adopted by all DOST agencies.

**First-Level Forced Ranking**

1. Under the first-level forced ranking procedure, all DOST agencies shall be grouped into six functional groups as follows:

| Functional Group                                  | Agencies                                       |
|---|--|
| Regional S&T Services                             | DOST Regional Offices (MCR, CAR, and I-XIII)   |
| R&D Grant Administration Services                 | PCARRD, PCHRD, PCIEERD, and NRCP               |
| R&D Services                                      | ASTI, FNRI, FPRDI, ITDI, MIRDC, PNRI, and PTRI |
| Disaster Risk Reduction-Climate Change Adaptation | PAGASA and PHIVOLCS                            |
| S&T Human Resources Development Services          | SEI and PSHS                                   |
| S&T Policy Support Services                       | DOST-CO, NAST, STII and TAPI                   |

2. In each functional group, the supervising senior official in consultation with concerned agencies shall decide whether to rank by agency or by "delivery unit".
3. Forced ranking by agency involves a straightforward procedure of determining the best (10%), the better (25%) and good (65%) in the total number of agencies within a functional group in accordance with the IATF MC No. 2013-01.
4. Forced ranking by "delivery units" means determining the total number of "delivery units" among agencies within a functional group of agencies, and determining the best (10%), the better (25%) and the good (65%) from said total number of identified "delivery units" in accordance with the IATF MC No. 2013-01. A "delivery unit" may be conventionally defined as a group of staff and officials in an agency that render similar or related services.
5. To illustrate, the Regional S&T Services Functional Group may be further divided into the following "delivery units" - Offices of the Regional Director, Technical Divisions, Finance and Administrative Divisions, Testing Laboratories, and Provincial/District S&T Offices.

Postal Address: P.O. Box 3596 Manila  
Website: [www.dost.gov.ph](http://www.dost.gov.ph)

Head Office: Gen. Santos Ave., Bicutan, Taguig City  
Tel. Nos: 837-20-71 to 82 (TL)

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6. In forced ranking agencies or "delivery units" within a functional group, an explicit set of criteria shall be adopted such as shown below:

**Recommended Criteria for First Level Forced Ranking**

|  |             |
|--|-------------|
| 1. Performance (Including Innovations introduced which resulted to enhanced office efficiency/savings) | 55%         |
| 2. Collaborations/linkages forged  | 30%         |
| 3. Honors/awards received  | 15%         |
| <b>Total</b>   | <b>100%</b> |

**Second-Level Forced Ranking**

1. The second-level forced ranking procedure shall be applied to individual staff and officials based on the results of the first-level forced ranking of agencies/delivery units as prescribed in the IATF MC No. 2013-01 and indicated below:

**Allocation of PBB Entitlements Among Individual Staff and Officials Based on First-Level Forced Ranking Results**

| Performance Category        | Agency/Delivery Unit Ranked as BEST | Agency/Delivery Unit Ranked as BETTER | Agency/Delivery Unit Ranked as GOOD |
|-----------------------------|-------------------------------------|---------------------------------------|-------------------------------------|
| BEST Individual Performer   | Top 20%                             | Top 15%                               | Top 10%                             |
| BETTER Individual Performer | Next 35%                            | Next 30%                              | Next 25%                            |
| GOOD Individual Performer   | Next 45%                            | Next 55%                              | Next 65%                            |

2. In force ranking individual staff and official, an explicit set of criteria shall be adopted such as shown below:

**Recommended Criteria for Forced Ranking of Individual Performers**

|  |             |
|--|-------------|
| Innovations introduced which resulted to enhanced office efficiency/ savings | 35%         |
| Positive Work Attitudes/ Values/ Responsiveness/ Team Work                   | 30%         |
| Performance/ Accomplishments   | 20%         |
| Attendance/ Punctuality  | 15%         |
| <b>Total</b>   | <b>100%</b> |

**Reportorial Requirement**

Whichever first-level forced ranking (by agency or by delivery unit) scheme is adopted by a functional group, we shall highly appreciate receiving an official report on it through email: [pswlesantos@yahoo.com](mailto:pswlesantos@yahoo.com), copy furnished [mimbelandres@dost.gov.ph](mailto:mimbelandres@dost.gov.ph), on or before September 3, 2014. We need to consolidate these reports for further submission to DBM.

cc: DOST CO Executive Offices

**STII RECORDS SECTION**

Rec'd by: \_\_\_\_\_

Time: \_\_\_\_\_

Date: **SEP 01 2014**

Ref. No.: **14 1048**