



DEPARTMENT ORDER NO. 2019- 48

INTERNAL GUIDELINES ON THE GRANT OF THE FY 2018 PERFORMANCE-BASED BONUS (PBB) INCLUDING THE PROCESS AND CRITERIA FOR RANKING OF ELIGIBLE DOT-OSEC DELIVERY UNITS

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular (MC) No. 2018-11 issued by the Inter-Agency Task Force (IATF) on Administrative Order (AO) 25, the guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2018 in the Department of Tourism (DOT)-Office of the Secretary (OSEC), to be given in FY 2019, are hereby issued for the following purposes:

- 1.1 Guide the Delivery Units (DUs) of DOT, which are Offices/Services, on the requirements for the grant of the FY 2018 PBB;
- 1.2 Adopt a uniform criteria on rating and forced ranking of DUs and rating of its officials and employees;
- 1.3 Guide DOT officials and employees on the system and process of rating and ranking the DUs, officials and employees;
- 1.4 Determine the following roles and responsibilities of:
 - 1.4.1 each DU to become eligible to the grant of the FY 2018 PBB; and
 - 1.4.2 the key offices/units in implementing the guidelines on the FY 2018 PBB; and
- 1.5 Set deadlines for the submission of the FY2018 PBB requirements.

2.0 COVERAGE

This Department Order covers the following:

- 2.1 All delivery units of the DOT-OSEC, based on the existing functional structure (Annex A);
- 2.2 All DU officials and employees of the DOT-OSEC holding regular plantilla positions and contractual and casual personnel having an employer-employee relationship with the DOT-OSEC, and whose compensation is charged to the appropriation under Personal Services, or those occupying positions in the DOT-OSEC-approved contractual staffing pattern; and

¹ Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No 201 s. 2016, dated 19 February 2016

- 2.3 The DOT attached agencies shall each issue separate guidelines in the implementation of their respective FY 2018 PBB grant.

3.0 REQUIREMENTS TO BE ELIGIBLE FOR THE GRANT OF FY 2018 PBB

- 3.1 Consistent with Item Nos. 4.0, 5.0 and 6.0 of the AO 25 IATF MC 2018-1, the following requirements/conditions must be satisfied by the DOT-OSEC to be eligible for the FY 2018 PBB:

- 3.1.1 Satisfy 100% of the following Good Governance Conditions (GGC) set for FY 2018 by the AO 25 IATF based on the performance drivers of the Results-Based Performance Management System (RBPMS) and thrusts of the Duterte Administration for heightened transparency, stronger public accountability, and more inclusive and people-centered public service:

- 3.1.1.1 Maintain/update the DOT Transparency Seal (TS) in accordance with Section 99 of RA 10964 or the FY 2018 General Appropriations Act (GAA) and as provided by the Guidelines on Transparency Seal, Annex 2 of AO 25 IATF MC No. 2018-1:

- a. The DOT-OSEC TS page shall be accessible to all interested stakeholders through the TS logo on the DOT home page, containing the following information and documents:

- a.1 The DOT mandate, vision, mission and officials' name, position, designation and contact information; and
a.2 FY 2018 DOT-approved budget, corresponding targets and any modifications thereof.

- b. Annual Procurement Plan (APP):

- b.1 FY 2018 APP for non-Common Supplies and Equipment (CSE) presented as prescribed under GPPB Circular No. 07-2015 to be posted not later than one month after the issuance of the IATF Circular;

- b.2 Indicative FY 2019 APP for non-CSE consistent with the FY 2019 National Expenditure Program (NEP) to be posted on the DOT TS page (see Annex B- Timelines); and

NOTE: On items "b.1" and "b.2" above, simultaneous or prior to TS posting, the afore-cited APP-non CSEs approved by the Head of Procuring Entity (HOPE) shall be submitted to the GPPB within one (1) month after the issuance of IATF Circular following the format prescribed under GPPB Circular No. 07-2015². A scanned copy of the

² Preparation of the Annual Procurement Plan (APP), dated 16 July 2015

same may be sent to the GPPB-TSO through email: apcitmpb.gov.ph with subject line "APP for FY <year> of <complete name of Head of Office/Agency><Regions _ to „ if applicable> for PBB."

- b.3 FY 2019 APP-CSE to be posted on the DOT TS page (see Annex B- Timelines).

NOTE: The FY 2019 APP-CSE shall be submitted to the DBM-Procurement Service (see Annex B- Timelines), following the prescribed format provided in the Guidelines to be issued by the DBM-Procurement Service through a separate Circular Letter.

- c. FY 2018 Major Projects and Programs, Beneficiaries and Status of Implementation in FY 2018. In case of non-applicability, information stating the matter shall also be indicated.
- d. Annual Financial Reports to cover the whole year or as of December, end of the year/4th Quarter in FYs 2014- 2018. Incomplete or non-cumulative reports will not be counted:
- d.1 FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December (SAAOBDB);
 - d.2 Summary Reports on Disbursements;
 - d.3 BAR No. 1 — Quarterly/Annual Physical Reports of Operations/Physical Plan;
 - d.4 FAR No. 5 — Quarterly Report of Revenue and Other Receipts; and
 - d.5 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations).
- e. Annual Reports on the Status of Income authorized by law to be deposited outside the National Treasury, including the legal basis, beginning balance, income collected and its sources, expenditures and ending balance thereof. In case of non-applicability, information stating the matter shall also be indicated.
- f. Quality Management System Certification under ISO 9001:2015 Standard valid until December 31, 2018 or a later date, to be posted in the TS (see Annex B- Timelines).

NOTE: The certified-true copy of the QMS ISO Certification shall be submitted to the Government Quality Management Committee (GQMC), through its Secretariat the Systems and Productivity Improvement Bureau (SPIB) immediately after

obtaining the QMS Certification or Recertification not later than December 31, 2018, for verification purposes.

- g. System of Ranking the DUs for the grant of the FY 2018 PBB, following the format provided in Annex 8 of the IATF MC 2018-1 to be posted on the TS and disseminated/cascaded to employees (see Annex B- Timelines).

NOTE: The posting shall also include the activities/details of cascading the System of Rating and Ranking Delivery Units and the contact information the employees may coordinate the same.

- h. The Agency Review and Compliance Procedure of Statements and Financial Disclosures used by the Department's SALN Review and Compliance Committee (RCC) shall be uploaded on the DOT TS page (see Annex B-Timelines). Information on the same shall be cascaded to all employees.
- i. Freedom of Information (FOI)
 - i.1 The Final People's Freedom to Information (FOI) Manual signed by the DOT Secretary shall be posted on the TS page (see Annex B-Timelines);
 - i.2 The Agency Information Inventory shall be posted on the TS (see Annex B-Timelines);
 - i.3 The 2017 and 2018 FOI Summary Report shall be uploaded on the DOT TS (see Annex B-Timelines); and
 - i.4 The 2017 and 2018 FOI Registry shall be uploaded on the TS (see Annex B-Timelines).

NOTE: The afore-cited FOI Reports shall be accomplished strictly using the Excel format (.xls) based on the templates provided in the link: www.bit.ly/2018FOIReports. Soft copies are required to be sent/submitted to foipco@gmail.com. Compliance on the FOI Program requirements shall be subject to the provisions of FOI-MC No. 02, s. 2019³. Other policy issuances and memoranda can be accessed at www.foi.gov.ph/resources

- j. The links to the TS documents shall open the appropriate tab/page for preview with option to download the same. Nesting of folders shall not be allowed.

³ Freedom of Information (POT) Program Criteria and Validation Process for the Eligibility to FY 2018 Performance Based Bonus

The oversight agency concerned shall validate the TS compliance based on the agreed monitoring schedule.

3.1.1.2 Maintain/update the posting of all Invitations to Bid and awarded contracts as of January 31, 2019 in the *PhilGEPS* pursuant to the Revised Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act) for transactions from November 16, 2017 to January 31, 2019, including the *Early Procurement* of FY 2019 non-CSE items.

- a. The DOT-OSEC's status of notices in the PhilGEPS for all transactions in the afore-cited covered period, including the early procurement of the FY 2019 non-CSE items, shall be updated (see Annex B- Timelines). Failed/cancelled bid status shall likewise be updated in the PhilGEPS;
- b. In case the DOT-OSEC fails to update/post the required documents⁴ for transactions costing more than P1 million in the PhilGEPS due to factors that are beyond the control of the Department, the DOT-OSEC— through its responsible unit⁵ concerned—shall inform PhilGEPS on the matter and submit a letter of explanation⁶ to the AO 25 IATF (see Annex B- Timelines). Acceptance of the explanation/justification shall be subject to the recommendation of the PhilGEPS; and
- c. The oversight agency concerned shall validate the DOT's PhilGEPS compliance based on the agreed monitoring schedule.

3.1.1.3 Maintain/update the **Citizen's or Service Charter** or its equivalent, reflecting the agency's enhanced service standards for all its frontline services to government agencies (or citizens, businesses, as applicable) consistent with the objectives of the Anti-Red Tape Act (ARTA) of 2007 (RA 9485)⁷, and the President's directive to cut down processing time of all transactions to ensure accessible and convenient delivery of services to the public as reiterated in Civil Service Commission (CSC) MC No. 14, s. 2016⁸:

- a. Per CSC MC No. 9⁹, s. 2018, the Certificate of Compliance (CoC) submitted to the CSC Office for Strategy Management (OSM) in 2017, pursuant to CSC MC 14, s. 2017, shall be the basis of the validation for the FY 2018 PBB. Submission of CoC may be done when:

⁴ Bids and Awards Committee (BAC) Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions above P 1 million

⁵ AS-Procurement Management Division for the DBM Central Office and the Regional Offices (ROs) respective BAC for the Ros

⁶ Sample format of letter provided under Annex 6 of AO 25 IATF MC No. 2017-1

⁷ Please note that while Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 was issued on 28 May 2018, an approved Implementing Rules and Regulations are yet to be issued on the same

⁸ Urgent Review and Improvement of Citizen's Charter

⁹ Validation Guidelines on Citizen's Charter Compliance for the 2018 Performance Based Bonus

- a.1 The agency has been identified with deficiency/ies in the initial validation in 2017;
 - a.2 The agency has been included in the NonCompliant list in 2017; or
 - a.3 The agency finds it necessary to submit a new CoC.
 - b. All CoCs shall be submitted to the CSC OSM through the A025 Secretariat (see Annex B-Timelines).
- 3.1.2 Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Service (GASS) requirements. The four (4) general groups of requirements under this category are as follows:

3.1.2.1 Streamlining and Process Improvement of the DOT- OSEC's Critical Services

- a. These shall cover the following:
 - a.1 Government-to-Government (G2G) transactions or all processes/ services contained in the DOT's Citizens Charter; and
 - a.2 Key/ critical services/ processes rendered by other DOT-OSEC DUs including internal management support offices.
- b. Each of the DOT-OSEC DUs shall be part of or declared in at least one (1) critical service or key process performed by the DOT-OSEC as categorized above;
- c. To determine the improvement on the delivery of the processes/ services and measure the DU performance, the corresponding baseline data, targets and accomplishments on the processes/services shall be reported to the AO 25 IATF using the prescribed form¹⁰.

These requirements shall include the following information for each critical service/ key process:

- c.1 Number of steps to be taken to complete the transaction cycle;
- c.2 Number of signatures required to complete each service/ process, including initials; and

¹⁰ Annex 3A of the 1ATF MC 2018-1

- c.3 Number of documents to be established for each critical service/key process. It shall reflect the total number of documents necessary to complete the transaction cycle. This shall include:
 - c.3.1 the required documents from the transacting citizens/ clients; and
 - c.3.2 those used by the DOT in the internal processing of the request until the completion/delivery of the service to the requesting/transacting party/end-user.
- c.4 Turnaround time which refers to the estimated time required to complete the service/process and defined as:
 - c.4.1 the time covered from the moment the transacting citizen/client begins to fill out a form or queue, including the waiting time until the service/process availed of is delivered/completed; and
 - c.4.2 the total of the waiting and processing times.
- d. The DOT-OSEC shall strive to improve each of its critical services/ key processes, in terms of:
 - d.1 Reduction in the number of signatures to no more than three (3);
 - d.2 Simplification of forms and documentary requirements; and
 - d.3 Fifty percent (50%) reduction in the turnaround time and the completion of transactions within twenty-one (21) working days.
- e. In the process of identifying and setting targets for improvement, the specific areas (e.g., steps, signature, documents, turnaround time) to be streamlined must be disclosed, including reasons/justification for the committed target, to facilitate the tracking and monitoring of the progress of enhancements made; and
- f. In the event that the DU identified targets for any of critical services/key processes are not achieved, justifications and explanations on each shall be provided by the DU concerned. Acceptance of the justifications/explanations shall be subject to the review and recommendation of the validating agency.

3.1.2.2 Establishment of Citizen/Client Satisfaction Feedback Mechanism and Client Satisfaction Measurement

- a. To determine the effectiveness of the streamlining and improvement of DOT-OSEC's critical services/key processes, the DOT-OSEC shall embed a feedback mechanism and Citizen/Client Satisfaction measurement or survey in its service/process improvement efforts.
- b. The results or measurement of the Citizen/Client Satisfaction shall be reported to the A025 IATF, providing the following required details:
 - b.1 Survey description and methodology; and
 - b.2 Improvement Action Plan for 2019.

3.1.2.3 STO Target

This refers to the recertification of the DOT Quality Management System¹¹ under ISO 9001:2015 Standard. The condition requires compliance on the following:

- a. The certification must be issued by any of the certifying bodies accredited by the International Accreditation Forum (IAF) members, preferably by the Department of Trade and Industry's Philippine Accreditation Board;
- b. The certification must be valid until 31 December 2018 or on a later date;
- c. The certification must be posted in the DOT TS page (see Annex B-Timelines); and
- d. A certified-true copy of the QMS certificate must be submitted to the Government Quality Management Committee (GQMC) through the Secretariat (see Annex B-Timelines).

3.1.2.4 GASS Target

The GASS Target pertains to seven (7) sub-requirements as follows:

- a. The Budget Utilization Rate (BUR) requirement includes the Obligation BUR and Disbursement BUR. A summary of the description and inclusions and exclusions in computing the BUR are provided hereunder:

¹¹ Should pertain to the DBM-OSEC 'score process most demanded by citizens and business, and included among those targeted under the FY 2018 PBB Streamlining and Process Improvement requirement

Obligation BUR	Disbursement BUR
<ul style="list-style-type: none"> • Computed as obligation rates to include: <ul style="list-style-type: none"> - FY 2018 MOOE and CO of all PAPs; - Projects funded in FY 2018 from all appropriation sources including those released under the GAA as an Allotment Order Policy. • The computation shall be net of savings from procurement and implementation of cost cutting measures. 	<ul style="list-style-type: none"> • Computed as ratio of total disbursements to total obligations; • Disbursement to cover cash and non-cash less Personnel Services; and • Obligations to cover total obligations for FY 2018 MOOE and CO net of goods and services obligated by 31 December 2018 but are accounts payable and not yet due and demandable on said date.

- b. *Sustained Compliance with Audit Findings* requires the full implementation of at least 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Year's Recommendations¹². The following must be noted in measuring compliance with this requirement:
- b.1 Audit recommendations to be considered shall exclude the Property-Plant and Equipment (PPE)-related items in the Annual Audit Report (AAR); and
 - b.2 Audit findings that were closed in FY 2017 should not recur.
- c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online using the DBM's Unified Reporting System within fifteen (15) days after the end of the Quarter.
- d. Submission of the following reports within the prescribed deadline and using the prescribed format:
- d.1 FY 2018 Annual Procurement Plan (APP) non- Common Use Supplies and Equipment (CSE), and the
 - d.2 FY 2019 Indicative APP-non CSE consistent with the FY 2019 National Expenditure Program.

¹² Agency Action Plan and Status of Implementation

- e. *Submission of FY 2019 APP CSE not later than 31 August 2018.*
- f. *Undertaking of early procurement for at least 50% of the value of goods and services based on the submitted budget of the DOT-OSEC to Congress consistent with the NEP from October to December, 2018. The Approved Contract and Notice to Proceed resulting from said procurement shall be reflected/posted and updated in the PhilGEPS on or before 31 January 2019.*
- g. Submission of results of the Agency Procurement Compliance and Performance Indicators (APCPI) System of the DOT-CO.

3.1.3 **Other Cross-Cutting Requirements.** The following requirements set by the AO 25 IATF shall be undertaken by DUs concerned collaborating as committee or team:

3.1.3.1 Establishment of Agency Review and Compliance Procedure on SALN and the Conduct of Review Activity using the same. The requirement shall also necessarily include the establishment of a SALN Review and Compliance Committee to implement the pertinent procedures of the Code of Conduct and Ethical Standards for Public Employees and pertinent procedures and requirements of the Civil Service Commission Resolution on the matter. Information on these requirements shall be cascaded/communicated to DOT DUs and employees.

3.1.3.2 Compliance with the FOI Program which involves the submission of the following requirements within the prescribed deadline and in accordance with the FOI prescribed format, as well as the TS posting:

- a. People's FOI Manual signed by the DOT Secretary;
- b. Agency Information Inventory;
- c. FY 2017 and 2018 FOI Summary Report;
- d. FY 2017 and 2018 FOI Registry; and
- e. Screenshot of the DOT website containing a visible and functional FOI logo linked to the eFOI portal.

3.2 Non-compliance with any Good Governance Conditions (GGC) and Performance Targets will render the entire DOT-OSEC ineligible for the FY 2018 PBB grant.

AO 25 IATF set Timelines for the Departments/Agencies compliance is attached as **Annex B**, hereof.

3.3 In case the DOT-OSEC is assessed to have deficiencies in meeting its performance commitments or not able to comply with any of the afore-cited requirements and targets, the Secretary shall submit justifications and/or explanation and supporting

documents thereof to warrant reconsideration. For reassessment and validation purposes, justifiable reasons are those factors considered outside of the control of the agency, and acceptance of the same shall be subject to the recommendation of the validating agencies identified and designated by the A025 IATF.

- 3.4 To assist in ensuring that the DOT-OSEC shall be compliant to the afore-cited requirements and prepared for the IATF validation, the Planning Service is identified to serve as focal unit on matters pertaining to the Department's PBB implementation activities.

4.0 ELIGIBILITY REQUIREMENTS FOR DUs AND INDIVIDUALS:

The eligibility criteria for DUs of the DOT-OSEC and Individuals for the FY 2018 PBB Grant shall follow a single-step system which means that the eligibility of personnel for the grant of PBB shall depend on the performance eligibility and performance category (i.e., Good, Better, Best) of their respective DUs. Thus, if the DU is eligible, it follows that the employees under the DU are eligible, provided that the employees meet all the eligibility criteria/requirements for individuals.

4.1 Eligibility of DUs

- 4.1.1 DUs that meet the applicable requirements and conditions under item 3.0 of this Order are eligible for the grant of the FY 2018 PBB. It is emphasized that failure of the DU responsible to satisfy the set conditions and targets set under item no. 3.0 may entail **exclusion/isolation from the PBB ranking** and non-eligibility of its officials and staff to the PBB grant.

It is to be noted that unless otherwise specified by the AO 25 IATF, the DOT PMT shall have the final decision on the identification of units to be excluded/isolated from the grant of FY 2018 PBB and the implementation methods/process/strategy to be adopted therefor.

4.2 Eligibility of Individuals

The following are the eligibility criteria and requirements the individuals should meet to be deemed eligible to the FY 2018 PBB:

- 4.2.1 The eligibility of the DOT Secretary will depend on the eligibility and performance of the DOT-OSEC. His/her PBB for FY 2018 shall be equivalent to sixty-five percent (65%) of his/her monthly basic salary as of 31 December 2018. He/she shall not be included in the rating and ranking of DUs and will be provided a separate line in the form prescribed by the A025 IATF for the purpose.
- 4.2.2 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rate of an individual employee (which shall be based on his/her basic salary as of 31 December 2018) shall depend on the performance ranking of his/her DU.

- 4.2.3 Employees of First and Second Level positions should receive a rating of at least "Satisfactory" based on the DOT's CSC-approved SPMS.
- 4.2.4 Officials or employees of Third Level positions should receive a rating of at least "Satisfactory" under the CESPES which covers all incumbents of CES positions for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent to the release of results of the CESPES.
- 4.2.5 An official or employee who rendered a minimum period of nine (9) months of service in FY 2018 and with at least "Satisfactory" rating in both rating periods of the year may be eligible to the full grant of the PBB.
- 4.2.6 An employee or official who rendered a minimum period of three (3) months but less than nine (9) months of service, and with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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

- 4.2.6.1 The grant of PBB on pro-rata shall be limited to the following valid reasons only:
- a. Recent hiring of an employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and
 - h. Sabbatical Leave.
- 4.2.7 Personnel who transferred from one government agency to another agency shall be rated, ranked and paid 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.

- 4.2.8 Personnel who transferred from a government agency that is **non-participating in the PBB implementation** or found to be **ineligible for the grant of PBB** shall be rated by the agency where he/she served the longest. The employee/official 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.
- 4.2.9 An official or employee on "detail" to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 4.2.10 An official or employee on "secondment" to another government agency shall be included in the rating and ranking of employees in the agency where he/she served the longest. Payment of the PBB shall be shared by the mother and recipient agency.
- 4.2.11 An employee or official who transferred or was reassigned from one DU to another within the DOT-OSEC shall be rated and ranked in the DU where he/she served the longest. If equal months were served for each Office, he/she will be included in the recipient Unit.

Individuals Not Eligible for the FY 2018 PBB Grant

- 4.3 The following officials and employees shall not be eligible for the FY 2018 PBB:
 - 4.3.1 An official or employee who is on vacation or sick leave, with or without pay, for a period of more than nine (9) months during the year;
 - 4.3.2 An official or employee found guilty of administrative and/or criminal cases filed against him/her and meted penalty in FY 2018, unless in which case penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB;
 - 4.3.3 An official or employee who failed to submit the FY 2017 SALN prescribed in the rules provided under the pertinent CSC Memorandum Circular;
 - 4.3.4 An official or employee who failed to liquidate Cash Advances received in FY 2018 within the reglementary period as required by the Commission on Audit (COA);
 - 4.3.5 An official or employee who failed to submit the following duly accomplished SPMS forms to Administrative Service - Human Resource Division (AS-HRD), such as:
 - 4.3.5.1 Individual Performance Commitment and Review (IPCR);
 - 4.3.5.2 Division Performance Commitment and Review (DPCR); or
 - 4.3.5.3 CESPES rating.

4.3.6 Those responsible for failure to comply with the following PBB requirements:

- 4.3.6.1 DOT-OSEC's prior years' audit recommendations;
- 4.3.6.2 DOT-OSEC's QMS certification, and
- 4.3.6.3 Posting and dissemination of the DOT-OSEC system of rating and ranking the performance of DUs.

5.0 RANKING OF ELIGIBLE DUs AND PBB RATES FOR FY 2018 PBB

5.1 For the Rating and Ranking of DOT-OSEC all eligible DUs shall be clustered/grouped considering the Department's functional set-up as may be approved by the DOT Secretary. The Rating and Ranking within each PBB group shall take into consideration, among others, the similarities and gravity of tasks and responsibilities of DUs under each Group.

Delivery units shall be ranked based on their physical performance, utilization of the allocated budget for FY 2018 and timeliness in the submission of reports.

A. Physical Performance

Each delivery unit shall be measured in accordance with the targets they have committed under the Organizational Performance Indicator Framework (OPIF) that correlates to the Program Expenditure Classification (PREXC) under the FY 2018 Performance-Informed Budget approved by the Congress.

The performance indicators which define the standards of performance in terms of quantity, quality and timeliness shall be used as the measurement tool for the grant of PBB. The rate of accomplishment shall be computed as the ratio of the actual performance over target.

The rating obtained by each DU shall be calibrated into equivalent rating as shown in the table below:

Accomplishment Rate	Equivalent Rating
100%	10
91-99%	8
81-90%	6
71-80%	4
70% & below	2

B. Budget Utilization Rate (BUR)

Budget utilization shall pertain to the use of allocated funds in the GAA for a given program/activity/project (PAP) of an office. The work and financial plan submitted by the office serve as basis for obligating funds. The Budget Utilization Rate (BUR) shall consist of the following: 50% Obligations BUR and 50% Disbursements BUR, defined as follows:

1. **Obligations BUR** - computed as obligation rates for FY 2018 Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all PAPS, from all appropriation sources, including those released under the GAA as the allotment order policy. The computation shall be net of savings from procurement and implementation of cost cutting measures.
2. **Disbursements BUR** – measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2018, net of goods and services obligated by December 31, 2018 but accounts payable and not yet due and demandable on said date.

The BUR of an office shall be calibrated into equivalent rating in accordance with how much funds is used by a given office - whether an office is under spending and over spending.

Budget Utilization Rate	Equivalent Rating
100%	10
101-110% / 80-89%	8
111-120% / 70-79%	6
121-130% / 60-69%	4
131% & up / 59% & below	2

C. Timeliness

Delivery units shall be rated based on their timely submission of required physical and financial reports, as follows:

Submission Date	Equivalent Rating
On time or set deadline	10
1-2 working days after deadline	8
3-4 working days after deadline	6
5-6 working days after deadline	4
Beyond 6 working days after the deadline	2

To illustrate, using the above equivalent ratings, the overall rating of each DU shall be computed as follows:

DOT Rating Criteria	Rating Per Criteria		Total Rating Score Computation of Sample Delivery Unit			
	Equivalent Rating	% Weight	Equivalent Rating	% Weight	Equivalent Rating	% Weight
1	2	3	4	(4) x (3)	5	(5) x (3)
			Y		Z	
A. Physical Performance	10	40%	10	4.0	10	4.0
B. Budget Utilization Rate	10	40%	8	3.2	10	4.0
C. Timeliness	10	20%	6	2.0	10	2.0
Delivery Unit Final Rating		100%		9.2		10

5.2 The 40 DUs, as indicated under Annex A, shall be ranked per group, according to the total percentage (%) weight score of their physical performance, budget utilization rate and timeliness in the submission of physical and financial reports. The DU/s whose final rating belong/s to the top 10% shall be the Best Delivery Unit/s, office/s whose final rating belongs to the next 25% shall be Better Delivery Unit/s, and the rest shall be Good Delivery Units.

Figure below shall illustrate the number of DUs as indicated in Annex A per performance ranking/category :

DU Groupings (Annex A)	No. of DUs	Performance Category		
		Best	Better	Good
A. GASS	7	$7 \times 10\% = 1$	$7 \times 25\% = 2$	$7 \times 65\% = 4$
B. Operations	5	$5 \times 10\% = 1$	$5 \times 25\% = 1$	$5 \times 65\% = 3$
C. Regional Operations	16	$16 \times 10\% = 2$	$16 \times 25\% = 4$	$16 \times 65\% = 10$
D: International Operations	12	$12 \times 10\% = 1$	$12 \times 25\% = 3$	$12 \times 65\% = 8$
Grand Total	40	5	10	25

The PBB grant as % of Basic Salary for individual employees per performance category shall be as follows :

Ranking	Performance Category	PBB Grant as a % of Basic Salary
Top 10%	Best Delivery Unit	65.00% or 0.65
Next 25%	Better Delivery Unit	57.50% or 0.575
Next 65%	Good Deliver Unit	50.00% or 0.50
100%		

5.3 The resulting ranking of DUs shall be indicated in Form 1.0 Report on Ranking of Offices/Delivery Units to be submitted to the AO 25 IATF.

5.3.1 To recognize high performance of government employees in relation to the achievement of DOT-OSEC targets and requirements for the grant of the FY 2018 PBB, the Administrative Service-Human Resource Division (AS-HRD) shall list the names of employees in the DUs using Form 1.0.

6.0 RESPONSIBILITIES OF DUs and INDIVIDUALS CONCERNED

The following are the duties and responsibilities in implementing the FY 2018 PBB.

6.1 Performance Management Team (PMT)

6.1.1 Evaluate and assess the PBB Reports per initial evaluation of the Planning Service, and present the same to the DOT-OSEC or Executive Committee for approval. Upon approval, the same shall be submitted to the IATF through the AO 25 Secretariat, subject to the rules on re-evaluation, as may be applicable;

6.1.2 Inform the Directors of the DUs the results of the rating and ranking after approval thereof by the DOT Secretary;

6.1.3 Lead efforts on the development and implementation of the internal communication strategy on PBIS;

6.1.4 Act as Appeals Body and Final Arbiter for PBB issues and concerns;

6.1.5 Oversee the implementation of this Guidelines and issue necessary rules, regulations, policies, and directives, consistent with the A025 IATF guidelines;

6.1.6 Address issues and concerns identified by validating and/or oversight agencies with respect to the DOT's compliance to requirements and prepare related documents/requirements on the same; and

6.1.7 Endorse and submit all authorized PBB-related documents to the AO 25 IATF through the PMT-Technical Working Group (TWG)/Secretariat or any authorized representatives.

6.2 PMT-Technical Working Group (TWG)/Secretariat

6.2.1 Coordinate and follow-up with DUs concerned on the submission of the PBB requirements under their respective coverage;

6.2.2 Ensure consistency and timely submission of requirements/documents to A025 IATF designated oversight and validating agencies;

6.2.3 Coordinate with validating and/or oversight agencies on clarifications, issues, concerns related to the DOT compliance;

- 6.2.4 Address issues and concerns identified by validating and/or oversight agencies with respect to the DOT's compliance to requirements and prepare related documents/requirements on the same;
- 6.2.5 Provide status report on DOT compliance with the requirements under their respective coverage, as well as photocopies of submitted documents, as applicable, to the DOT PMT;
- 6.2.6 Prepare and/or facilitate the preparation of the necessary justifications/explanations for non-compliance with FY 2018 PBB requirement per the A025 IATF evaluation results.
- 6.2.7 Submit the accomplished Rating and Ranking Report of eligible DUs in time for the submission of DOT-OSEC's Accomplishment to the AO 25 Secretariat;
- 6.2.8 Inform the Directors of the DUs the results of the rating and ranking after approval thereof by the DOT Secretary;
- 6.2.9 Coordinate and monitor the DOT-OSEC's compliance with PBB Forms, based on the data provided by the DUs in their respective Accomplishment Reports. The PBB Reports/Forms shall be submitted to the PMT for evaluation/approval;
- 6.2.10 Submit the consolidated A025 IATF prescribed Forms to the DOT PMT for evaluation/review, and endorsement for the approval of the Secretary;
- 6.2.11 Transmit the Rating and Ranking of DUs received from the PMT to the AS-HRD for the preparation of the preliminary Form 1.0 Report on Ranking of DUs for submission to AO 25 IATF;
- 6.2.12 Assist in the development and implementation of internal communications strategy on the Performance Based Incentive System(PBIS):
 - 6.2.12.1 Disseminate the performance targets and accomplishments of the DOT-OSEC by posting the same on the DOT-OSEC website;
 - 6.2.12.2 Conduct briefing, consultation meetings, and other related activities with DOT-PMT, DUs, officials and employees on the DOT-OSEC's PBB implementation;
 - 6.2.12.3 Prepare and draft the necessary Department Orders, Office Orders, PBB Advisories and Memoranda to facilitate the DOT-OSEC's PBB implementation; and
 - 6.2.12.4 Act as Help Desk, through telephone no. 459-52-00 local 408/418, to respond to queries and comments on the DOT-OSEC's FY2018 PBB targets and accomplishments and other PBB related concerns.

6.3 Delivery Unit (DU)

- 6.3.1 At the end of the performance period, the DUs shall submit to the Planning Service their accomplishments for the First and Second Semesters for purposes of performance evaluation within the prescribed period. The same shall be endorsed by the Planning Service to the DOT PMT.
- 6.3.2 Ensure that the submitted PBB targets and accomplishments are harmonized with the commitments stated in the GAA/Budget Executive Documents (BEDs), their respective OPCR and the posted Citizens Charter; and the accomplishment reports consistent with the Budget Accountability Report (BAR) No. 1 reflected and posted on the DOT website;
- 6.3.3 Comply and coordinate with the PMT-TWG/Secretariat relative to the requirements specified under the activities in Annex "B" hereof;
- 6.3.4 Prepare for spot-checks that may be conducted by the AO 25 IATF to validate claims and certifications made by the DOT-OSEC; and
- 6.3.5 Provide necessary justifications/explanations on matters requiring the same to assist the PMT in conveying them to the A025 IATF.

6.4 Administrative Service-Human Resource Division (AS-HRD)

- 6.4.1 Prepare the preliminary Form 1.0 and the number/list of personnel therein based on the submissions duly signed by the designated Raters of DUs for submission to Planning Service in time for the submission to the AO 25 Secretariat; and
- 6.4.2 Provide the Planning Service with a complete list of DOT employees, with corresponding information on their respective compliance with the FY 2018 PBB requirements for eligibility of individual employees.

7.0 APPEALS

All Appeals relative to the implementation of the DOT-OSEC's Grant of FY 2018 PBB shall be acted upon by the PMT.

8.0 CALENDAR OF PBB ACTIVITIES

The indicative timeline set by AO 25 IATF for compliance of Departments/Agencies with the requirements of FY 2018 PBB implementation attached as "Annex C." hereof shall be observed by all DUs, officials and employees concerned subject to the issuance of subsequent PBB advisories by the PMT.

9.0 DELEGATION OF AUTHORITY

The DOT-PMT is hereby authorized to issue necessary guidelines and directives relative to the grant of the PBB for FY 2018 consistent with the AO 25 IATF MC No. 2018-1.

10.0 AMENDMENTS

All other Orders or provisions thereof inconsistent and contrary to this Order or its provisions are hereby superseded, rescinded and/or amended accordingly.

11.0 EFFECTIVITY

This Order takes effect immediately and shall remain valid unless amended/ revoked.

BERNADETTE PATRINA ROMULO-PUYAT
Secretary



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**Department of Tourism
FORTY (40) DELIVERY UNITS**

A. General Administrative and Support Services (GASS)

1. Office of the Secretary (including the offices of all Undersecretaries, all Assistant Secretaries)
2. Legislative Liaison Unit
3. Internal Audit Service
4. Planning Service
5. Administrative Service
6. Financial and Management Service
7. Legal Service

B. Operations

1. Office of Public Affairs and Advocacy
2. Office of Tourism Development Planning, Information & Research Management
3. Office of Product and Market Development
4. Office of Tourism Standards and Regulations
5. Office of Industry Manpower Development

C. Regional Operations

1. Regional Office I (Ilocos Region)
2. Regional Office II (Cagayan Valley Region)
3. Regional Office III (Central Luzon Region)
4. Regional Office IV-A (CALABARZON)
5. Regional Office IV-B (MIMAROPA)
6. Regional Office V (Bicol Region)
7. Regional Office VI (Western Visayas Region)
8. Regional Office VII (Central Visayas Region)
9. Regional Office VIII (Eastern Visayas Region)
10. Regional Office IX (Zamboanga Peninsula)
11. Regional Office X (Northern Mindanao Region)
12. Regional Office XI (Davao Region)
13. Regional Office XII (Central Mindanao Region)
14. Regional Office XIII (CARAGA Region)
15. National Capital Region (NCR)
16. Cordillera Administrative Region (CAR)

D. International Operations

1. Los Angeles Foreign Office
2. San Francisco Foreign Office
3. New York Foreign Office
4. Tokyo Foreign Office
5. Osaka Foreign Office
6. Seoul Foreign Office
7. Taiwan Foreign Office
8. Shanghai Foreign Office
9. Beijing Foreign Office
10. Sydney Foreign Office
11. Frankfurt Foreign Office
12. London Foreign Office

FY 2018 PBB REQUIREMENTS AND TIMELINES

Annex B

REQUIREMENTS	VALIDATING AGENCY/ START OF VALIDATION	DEADLINE OF SUBMISSION	RESPONSIBLE OFFICE
Physical Targets			
Operations:			
1 Streamlining and Process Improvement of Agency Services	Composite Team from AO25 IATF agencies September 1, 2019	August 31, 2019	OTSR
2 Citizen/Client Satisfaction	Composite Team from AO25 IATF agencies September 1, 2019	August 31, 2019	OTSR
Support to Operations (STO)			
1 QMS Certification - Post QMS Certification in TS page - Submit certified true copy of QMS certificate to GQMC through DBM-SPIB	GQMC January 1-30, 2019	December 31, 2018	Planning Service
General Administration and Support Services (GASS)			
1 Budget Utilization Rate (BUR)	Bureau A, DBM September 1, 2019	August 31, 2019	All Delivery Units/ FMS
2 Sustained Compliance with Audit Findings	COA December 31, 2018	December 31, 2018	FMS
3 Submission of BFARs online through the URS - First Quarter - Second Quarter - Third Quarter - Fourth Quarter	DBM and COA April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019	 April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019	FMS/Planning Service
4 COA Financial Reports	COA April 30, 2018	April 30, 2018	FMS
5 Procurement Documents - FY 2018 APP-non CSE - Indicative FY 2019 AP-non CSE - FY 2019 APP-CSE - Undertaking of Early Procurement for at least 50% of goods and services - Results of FY 2017 APCPI System	GPPB-TSO 1 mo. After the issuance of resolution GPPB-TSO/August 31, 2018 DBM-PS/January 31, 2018 GPPB-TSO/August 31, 2018	January 31, 2018 August 31, 2018 January 31, 2018 August 31, 2018	PMD
Good Governance Conditions			
1 Transparency Seal *	DBM - OCIO October 1, 2018	October 1, 2018	FMS/Planning Service/ IT
2 PhilGEPS Posting (transactions above P 1M and with Dec. 31, 2018 as cut-off), inclu. The Early Procurement of FY 2019 Non-CSE items	PhilGEPS February 1, 2019	January 31, 2019	PMD
3 Citizen's/Service Charter - Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s. 2017	CSC August 1, 2018	August 1, 2018	HR

REQUIREMENTS	VALIDATING AGENCY/ START OF VALIDATION	DEADLINE OF SUBMISSION	RESPONSIBLE OFFICE
Other Cross-cutting requirements			
1 Submission of SALN of employees	Office of the President, Ombudsman, CSC April 30, 2018	April 30, 2018	HR
2 Agency Review and Compliance Procedure of Statement and Financial Disclosures. <i>Note: Departments/Agencies shall submit a list of SALN non-filers Form 1.</i>	CSC October 1, 2018	October 1, 2018	FMS
3 FOI Compliance	PCOO		
- People's FOI Manual	September 30, 2018	September 30, 2018	
- Agency Information Inventory	September 30, 2018	September 30, 2018	
- 2017 and 2018 FOI Summary Report		January 31, 2019	
- 2017 and 2018 FOI Registry	January 31, 2019	September 30, 2018	
- Screenshot of agency's home page			
4 Posting of Agency's System of Ranking Delivery Units	DAP October 1, 2018	October 1, 2018	HR
5 Submission of Agency's Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	Bureau A, DBM September 1, 2019	August 31, 2019	HR
Dissemination of PBB guidelines/requirements		as needed	PMT TWG

as of 21 March 2019

