

GENERAL ADVISORY

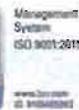
System of Ranking Delivery Units (DUs) for FY 2022
Performance-Based Bonus (PBB)

The following most recent updates to the agency's **Strategic Performance Management System (SPMS)** are still in effect and were used for the ranking of DUs re: FY 2022 PBB:

#	ISSUANCE DATE	OFFICIAL ISSUANCE	APPLICABLE AREAS / PROVISIONS
1	14 March 2019	Office Order No. 10 s. 2019	<ul style="list-style-type: none"> ✓ 5-point Metrics System ✓ Weights assigned to Core and Non-Core Deliverables ✓ Treatment of Quantity Parameter for Demand Driven Outputs
2	07 June 2018	Office Order No. 23 s. 2018	<ul style="list-style-type: none"> ✓ 2-part Percentile Share for Performance Ratings and Officer's Assessment Grades
3	24 October 2017	Memorandum No. 306 s. 2017	<ul style="list-style-type: none"> ✓ Roster of 24 Delivery Units at the Central Office and Regional Board Levels ✓ Distribution of Slots for Forced Ranking

No subsequent changes have been introduced since the issuance of *Office Order No. 10 s. 2019*.

Please ensure that your submission of semestral Individual Performance and Commitment Review (IPCR) Forms for CY 2022 conforms to the template long established by the Department of Budget and Management (and subsequently adapted by DOLE and NWPC) with the exception of the changes in the 'legends' portion (re: 5-point metrics).



OFFICE ORDER NO. 10

Series of 2019

In the interest of the service and pursuant to Administrative Order No. 533, series of 2018 (*Revised Guidelines on DOLE Strategic Performance Management System*) which has been made applicable and implementable to DOLE attached agencies including NWPC employees in relation to Section 33, Book V of the Executive Order No. 292 (Administrative Code of 1987) including Rule IX of its Implementing Rules; and CSC Circular No. 6, s.2012, NWPC Office Order No. 50, series of 2014, as amended by Office Order No. 04, series of 2016, is hereby further amended to read as follows:

1. 5.C.1 Office Performance Assessment

- "x x x"
- "x x x"
- "In general, there will be a five-point rating scale, 5 being the highest and 1 as the lowest possible rating.

Numerical	Description
5	Performance exceeding targets by 10% and above
4	Performance exceeding targets by 1% to 9%
3	Meeting the target as planned (100%)
2	Performance of 90% to 99% of targets
1	Performance of less than 90% of targets

In regard to specific targets per program, concerned program managers shall use their customized range of scoring matrix to reflect their respective deliverables unique to their division. Attached hereto as annexes are the duly approved scoring range.

➤ **5.C.1.a. Core and Non-Core Deliverables**

Core and Non-Core deliverables shall be weighted 70% and 30%, respectively. In cases of unprogrammed/intervening/additional accomplishment that may be attributed to the attainment of MFOs, the following weight allocation shall be followed: 70% core deliverables, 20% non-core deliverables and 10% unprogrammed/intervening/additional outputs.

Chairpersons of various NWPC Committees, as well as their respective Secretariats, shall consider their work therein as part of their core deliverables, while for other members, the same shall form part of their non-Core deliverables.

ISO-related outputs shall be incorporated as non-Core deliverables, except for process owners whose outputs shall form part of their core deliverables.

- **5.C.2.a Quantity/Efficiency** – shall mean the number of actual accomplishment as against the target. Rating for quantity shall include efficiency in performing assigned tasks using minimum amount of resources or time. This may include standard response time, disposition rates, number of clients reached, among others

Numerical	Adjectival Rating	Description
5	Outstanding (O)	Performance exceeding targets by 10% and above
4	Very Satisfactory (VS)	Performance exceeding targets by 1% to 9%
3	Satisfactory (S)	Meeting the target as planned (100%)
2	Unsatisfactory (US)	Performance of 90% to 99% of targets
1	Poor (P)	Performance of less than 90% of targets

- **5.C.2.b. Quality** – shall mean the degree of excellence or degree to which the objectives were met or exceeded. This includes number of revisions, acceptability, effectiveness, meeting standards, client satisfaction, accuracy, completeness and comprehensiveness.

Written Work

Rating	Adjectival Rating*
5	Approved upon first submission/presentation with 1 minor changes
4	Approved upon 2 nd submission/presentation with 2 minor and 1 major changes
3	Approved upon 3 rd submission/presentation with 2 minor and 2 major changes
2	Approved upon 4 th submission/presentation with 3 minor changes and 2 major changes
1	Approved upon 4 th submission with more than 3 minor and 2 major changes

- * Minor changes - error in sentence structure / grammar, wrong spelling, wrong punctuation, formatting
- Major changes - inappropriate recommendation / opinion / resolution, irrelevant citation of legal basis, wrong entry of names or amount, etc.

For accomplishments requiring 100% of the targets such as those pertaining to financial management (e.g., utilization rate) or those which may no longer be exceeded, a rating of 5 (highest score) for those who met 100% of targets, or 2 or lower if falling short of the target shall apply.

Non-Written Work **

Rating	Adjectival Rating
5	All aspects of work assignment thoroughly covered; clearly presented and well organized output with innovations; all aspects of output delivered fully compliant with laws, rules and regulations and established guidelines and procedures; and excellent feedback
4	Output delivered in accordance with prescribed guidelines; clearly presented and well-organized; with very satisfactory feedback
3	Output delivered within prescribed guidelines; with satisfactory feedback
2	Output delivered met most of the stipulations in the prescribed guidelines; with unsatisfactory feedback
1	Output delivered not in accordance with prescribed guidelines, haphazard or careless execution of work; with poor feedback

** Non-written work shall include the conduct of training/seminars/conferences/learning sessions.

For organizing regular tasks/events such as the Productivity Olympics, Corporate Planning Exercise, National Productivity Conference, Financial Workshop, Teambuilding exercise and the like, performance measures must be applied from initial preparations until its completion stage. As such, all major preparatory/groundwork activities and reports leading to its completion shall be indicated as part of the success indicators.

- **5.C.2.c. Timeliness** – shall mean the time/period consumed in achieving the target and whether the target was delivered within the scheduled or expected timeframe.

Numerical	Adjectival Rating
5	Output delivered 3 days or more ahead of prescribed time of completion
4	Output delivered 1 to 2 days ahead of prescribed time of completion
3	Output delivered on prescribed time of completion
2	Output delivered 1 to 2 days beyond the prescribed time of completion
1	Output delivered more than 2 days beyond the prescribed time of completion

- Demand driven outputs and intervening/*ad hoc* assignments shall not be rated on the quantity indicator.

- Intervening/ad hoc assignments derived from or may be attributed to the attainment of Major Final Outputs (MFO) are considered core-deliverables. As such, they shall be rated like regular assignments by applying the same set of indicators whenever applicable. Rating for planned/intervening tasks shall always be supported by reports, documents or any outputs as proof of actual performance. In the absence of the foregoing, a particular task shall not be rated and shall be disregarded.
- Submission of regular (monthly, quarterly, semestral) and complete mandatory reports to concerned government agencies shall be rated in terms of quality and timeliness. Non-submission thereof shall be rated as 1.

2. 5.C.3 Performance Evaluation Sanctions renumbered as 5.C.4

3. 5.D Performance Rewarding and Development Planning

1. x x x
2. x x x
3. x x x
 - x x x
 - x x x
 - Personnel unit in identifying the HR interventions x x x in certifying the list for Productivity Enhancement Incentive (PEI).
 - **Entitlement to PEI (to replace provision on Basis of PIB)**
 - Pursuant to Executive Order No. 2016, series of 2016, and DBM Budget Circular No. 2017-4 dated 04 December 2017, PEI of P5,000.00 shall be given to personnel **not earlier than December 15 of the current year** , subject to the following conditions:
 - i. Employees are still in the service as of November 30 of the current year;
 - ii. Employees have rendered at least a total or an aggregate of four (4) months of at least satisfactory service as of November 30 of the current year, including leaves of absence with pay. Those who have less than four (4) months of service but still in the service as of November 30 of the current year shall be entitled to pro-rated PEI, as follows:

Length of Service	Percentage of PEI
3 months to less than 4 months	50%
2 months to less than 3 months	40%
1 month to less than 2 months	30%
Less than 1 month	20%

- PEI of an employee who transferred from one agency to another shall be granted by the new agency. While an employee on detail to another government agency shall be granted by the parent agency.

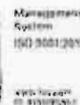


MARIA CRISELDA R. SY
Executive Director IV

14 March 2019



Republic of the Philippines
Department of Labor and Employment
NATIONAL WAGES AND PRODUCTIVITY COMMISSION



OFFICE ORDER NO. 23

Series of 2018

In the interest of the service, certain provisions of Office Order Nos. 50 (series of 2014) and 04 and 37 (series of 2016) are further amended in line with the shift in the budget approach from the Performance Informed Budgeting (PIB) to the Program Expenditure Classification (PREXC) which requires greater emphasis on the outcome indicators of the agency's MFOs/ programs. The criteria for the delivery units' performance rating shall be revised to read as follows:

5. C.1 Office Performance Assessment

- ✓ "xxx"
- ✓ "xxx"
- ✓ In general, there will be a four-point rating scale (1 to 4) with 4 being the highest and 1, as the lowest.

Rating		Description
Numerical	Adjectival	
4	Outstanding	Exceeding targets by 10% and above
3.1 – 3.9	Very Satisfactory	Exceeding the targets by 1-9 %
2.0 – 3.0	Satisfactory	Meeting the targets by 90% - 100%
1.5 – 1.9	Unsatisfactory	Meeting the targets by 51% - 89%
1.4 below	Poor	Performance is 50% or below

OPCR Accomplishment Overall Rating		
Criteria		Percentile Share
Part I	a. Core deliverables (70%)	90%
	b. None-core deliverables (30%)	
Part II	a. For Central Office, Executive Director / Deputy Executive Director	10%
	b. For RTWPBs, RTWPB Chairperson / Executive Director	

- ✓ "xxx"

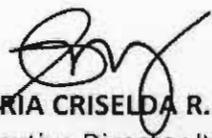
5. C.2 Performance Assessment and Evaluation for Individual Employees

- "xxx"
- In general, there will be a four-point rating scale (1 to 4) with 4 being the highest and 1, as the lowest.

Rating		Description
Numerical	Adjectival	
4	Outstanding	Exceeding targets by 10% and above
3.1 – 3.9	Very Satisfactory	Exceeding the targets by 1-9 %
2.0 – 3.0	Satisfactory	Meeting the targets by 90% - 100%
1.5 – 1.9	Unsatisfactory	Meeting the targets by 51% - 89%
1.4 below	Poor	Performance is 50% or below

- "xxx"

For your information and strict compliance.


MARIA CRISELDA R. SY
Executive Director IV

07 June 2018

2. Regional Tripartite Wages and Productivity Board (RTWPB): (16)

- | | |
|---|-------------------|
| 2.a. RTWPB – National Capital Region | 2.i. RTWPB – VI |
| 2.b. RTWPB – Cordillera Administrative Region | 2.j. RTWPB – VII |
| 2.c. RTWPB – I | 2.k. RTWPB – VIII |
| 2.d. RTWPB – II | 2.l. RTWPB – IX |
| 2.e. RTWPB – III | 2.m. RTWPB – X |
| 2.f. RTWPB – IV-A | 2.n. RTWPB – XI |
| 2.g. RTWPB – IV-B | 2.o. RTWPB – XII |
| 2.h. RTWPB – V | 2.p. RTWPB – XIII |

The distribution of D.U. slots used in the 2016 grant of PBB is illustrated below (No.2) as approved by the Performance Management Committee during a weekly meeting last 19 June 2017.

The performance rating of each delivery unit shall NOT be computed by the average rating of all personnel within the said D.U. but the over-all performance of the D.U.s as the basis of their Office/Division Performance Commitment Rating (OPCR).

2. DISTRIBUTION OF SLOTS FOR 2016 PBB RANKING OF 24 DELIVERY UNITS

DELIVERY UNITS (DU _s)	NO. OF DU _s	10%	25%	65%
		BEST	BETTER	GOOD
DISTRIBUTION OF DU_s		2	6	16
National Wages and Productivity Commission (NWPC)	8	1	2	5
Regional Tripartite Wages and Productivity Boards (RTWPBs)	16	1	4	11

For you information.