



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF DDB PERFORMANCE-BASED BONUS (PBB) FY 2015

Criteria/process used in ranking of the Divisions/Delivery Units:

Performance/accomplishments that have met or exceeded the targets, and additional task / functions that are regularly being performed were considered in ranking each division from highest to lowest rank, using the form Division Performance and Commitment Review (DPCR).

Criteria/process used in ranking individuals:

1. Performance/accomplishments that have met or exceeded the targets, and additional task / functions that are regularly being performed were considered in ranking individuals, using the form Individual Performance and Commitment Review (IPCR) which shall be equivalent to 70% of the total rating. The average rating of individuals should not exceed the rating of each division.

2. Critical Factors shall be equivalent to 30% of the total rating.

2 ND Level			1 ST Level		
Leadership	%	30%	N/A		
Ability to Influence Others	30				
Ability in Decision-Making	20				
Judgement	20				
Stress Tolerance	20				
Assertiveness	10				
Total	100				
Dependability	%	20%	Dependability	%	30%
Ability to deliver outputs	30		Ability to deliver outputs	30	
Reliability	20		Reliability	20	
Consistency	20		Consistency	20	
Trustworthiness	15		Trustworthiness	15	
Responsible (Abiding to Office Policy)	15		Responsible (Abiding to Office Policy)	15	
Total	100		Total	100	
Resourcefulness	%	20%	Resourcefulness	%	25%
Innovative	35		Innovative	35	
Ability to find solutions to problems	35		Ability to find solutions to problems	35	
Creative	30		Creative	30	
Total	100		Total	100	
Human Relations	%	20%	Human Relations	%	25%
Cooperative	30		Cooperative	30	
Courtesy	20		Courtesy	20	
Approachable	20		Approachable	20	
Can work harmoniously with others	20		Can work harmoniously with others	20	
Open to suggestions	10		Open to suggestions	10	
Total	100		Total	100	

Punctuality -six(6) months period		%	10%	Punctuality -six(6) months period		%	20%
0 to 12 Tardiness/Undertime Rating of (5)	(5)	70		0 to 12 Tardiness/Undertime Rating of (5)	(5)	70	
13 to 24 Tardiness/Undertime	(4)			13 to 24 Tardiness/Undertime	(4)		
25 to 36 Tardiness/Undertime	(3)			25 to 36 Tardiness/Undertime	(3)		
37 to 48 Tardiness/Undertime	(2)			37 to 48 Tardiness/Undertime	(2)		
49 to 60 Tardiness/Undertime	(1)			49 to 60 Tardiness/Undertime	(1)		
Attendance to Flag ceremony		30		Attendance to Flag ceremony		30	
0 to 5 absences Rating of (5)	(5)			0 to 5 absences Rating of (5)	(5)		
6 to 8 absences	(4)			6 to 8 absences	(4)		
9 to 11 absences	(3)			9 to 11 absences	(3)		
12 to 14 absences	(2)			12 to 14 absences	(2)		
15 to 18 absences	(1)			15 to 18 absences	(1)		
Total		100		Total		100	
Total Critical Factor for 2nd Level			100%	Total Critical Factor for 1st Level			100%
Rating of (5) - Outstanding	Performance exceeding targets by 30% and above of the planned targets						
(4) - Very Satisfactory	Performance exceeding targets by 15% to 29% of the planned targets						
(3) - Satisfactory	Performance of 100% to 114% of the planned targets. For accomplishments requiring 100% of the targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of either 5 for those who met targets or 2 for those who failed or fell short of the targets						
(2) - Unsatisfactory	Performance of 51% to 99% of the planned targets						
(1) - Poor	Performance failing to meet the planned targets of 50% or below						

APPROVED:


JOSE MARLOWE S. PEDREGOSA
 Undersecretary - Executive Director