



Republic of the Philippines
Office of the President

DANGEROUS DRUGS BOARD

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND RATING OF INDIVIDUALS
 FOR THE GRANT OF DDB PERFORMANCE-BASED BONUS (PBB) FY 2018**

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

1. Performance/accomplishments that have met or exceeded the targets on the Streamlining and Process Improvement of the DDB's Frontline and Non- Frontline Services shall be considered in ranking each delivery unit from highest to lowest rank.
2. The Performance Management Team (PMT) shall evaluate and forced rank the delivery units according to the following categories:

| Ranking | Performance Category |
|----------|----------------------|
| Top 10% | Best Delivery Unit |
| Next 25% | Better Delivery Unit |
| Next 65% | Good Delivery Unit |

3. The PMT shall use the following as basis for evaluation of delivery units:

| | |
|--|------|
| a) Division Performance and Commitment Review (DPCR) under the DDB Strategic Performance Management System (SPMS) | 60% |
| b) Streamlining and Process Improvement of DDB's Frontline and Non- Frontline Services | 20% |
| Best improvement- 20% | |
| Better improvement- 15% | |
| Good improvement- 10% | |
| Not able to achieve target improvement- 0% | |
| c) Timeliness in submission of the following: on or before due date- 3, 1 day after – 2 2 days after- 1, 3 days after -0, | 12% |
| - Approved/signed Divisions/Units Work and Financial Plan on August 31, 2018 | |
| - Monthly Cash Program for 2019 on October 15, 2018 | |
| - Monthly Accomplishment Report on prescribed template on the 10 th day of the following month | |
| -Quarterly Performance Monitoring and Coaching Journal on the 10 th day of the following month | |
| d) Average Number of Tardiness and Undertime | 4% |
| 0 average 4 3 average 1 | |
| 1 average 3 4 average 0 | |
| 2 average 2 | |
| e) ISO 9001: 2015 Compliance | 4% |
| 0 non-conformity 4 3 non-conformities 1 | |
| 1 non-conformity 3 4 non-conformities 0 | |
| 2 non-conformities 2 | |
| Total | 100% |



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4. The following are the groups of delivery units:

- Group I - Office of the Chairman, Permanent Board Members, Office of the Executive Director and Deputy Executive Director for Administration/Operation
- Group II- Legal Division
- Group III- Administrative and Financial Management Division
- Group IV- Preventive Education, Training and Information Division
- Group V- Policy Studies, Research and Statistics Division

Criteria/process used in rating of individuals:

Performance/accomplishments that have met or exceeded the targets, and additional task / functions that were performed are to be considered in rating individuals. The head of the divisions/units shall evaluate/rate their staff using the Individual Performance and Commitment Review (IPCR) under the DDB SPMS. The average rating of individuals should not exceed the rating of each division/unit.

DELPHA E. DENOSTA

OIC, Human Resource Management Office

Date: 24 September 2018

Undersecretary EARL P. SAAVEDRA
Executive Director

Date: 24 September 2018