



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 2019

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)	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: before due date- 5, on due date- 4, 1-2 days after- 3, 3-4 days after- 2, 5-6 days after- 1, and 7 days after- 0	10%
<ul style="list-style-type: none"> • Approved/signed Divisions/Units Work and Financial Plan on August 31, 2019 • Monthly Cash Program for 2019 on October 15, 2019 • Monthly Accomplishment Report on prescribed template on the 10th day of the following month • Quarterly Performance Monitoring and Coaching Journal on the 10th day of the following month 	
d) Average Number of Tardiness and Undertime	5%
0 average - 5 5-6 average - 2	
1-2 average - 4 7-9 average - 1	
3-4 average - 3 10 above - 0	
e) ISO 9001: 2015 Compliance (based on the external audit)	5%
0 non-conformity - 5 3 non-conformities - 2	
1 non-conformity - 4 4 non-conformities - 1	
2 non-conformities - 3 5 non-conformities - 0	

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

Conditions in rating Divisions/Units and Individuals

1. Performance/accomplishments that have met or exceeded the targets, and additional tasks/functions that were performed are to be considered in rating individuals.
2. The head of the divisions/units shall evaluate/rate their staff using the Individual Performance and Commitment Review (IPCR). The average rating of individuals should not exceed the rating of each division/unit.
3. For those plans and programs not pushed through or stopped by the management, the division/unit should not be given a rating. However, the division/unit should notify the PMT when such instance occurs.
4. For intervening work/activity not related to the individual's job: the frequency or regularity of the intervening task is to be considered for rating each employee.
5. The individual task given not related to an individual's job description will not affect the rating of the division.
6. In instances/cases that the division/unit does not agree with its given rating, the issue should first be resolved with the cluster head. Similarly, with individual rating the matter should be resolved within the division/section/unit concerned. If such is not resolved, the complaint/question may be elevated to the PMT in writing.
7. When the Division/Unit Chief/Head cannot be present during the ranking/rating deliberations, the actions of their authorized representative therein are considered official and final.


ORLANDO M. LATORENA
HRMO III


Undersecretary EARL P. SAAVEDRA
Executive Director

Date: June 04, 2019

Date: June 04, 2019