

# EMPLOYEES' GUIDE

## The Results-Based Performance Management System



### A BACKGROUNDER

In 2011, the Administrative Order No. 25 was signed creating the Inter-Agency Task Force (IATF) to harmonize the national government performance monitoring and information system to raise transparency in governance. The task force members are NEDA, DOF, Office of the President, DBM, and the Presidential Management Staff with government various oversight agencies and the Development Academy of the Philippines as Technical Secretariat or the AD 25 Secretariat.

Objectives of the AD 25:

1. Rationalize, harmonize, streamline, simplify, integrate and unify the efforts of government agencies relative to the National Leadership's Agenda.
2. Establish a unified and integrated Results-Based Performance Management System (RBPMS)
3. Use RBPMS as basis for determination to performance-based allowances, incentives, or compensation of personnel.

### PERFORMANCE-BASED INCENTIVE SYSTEM

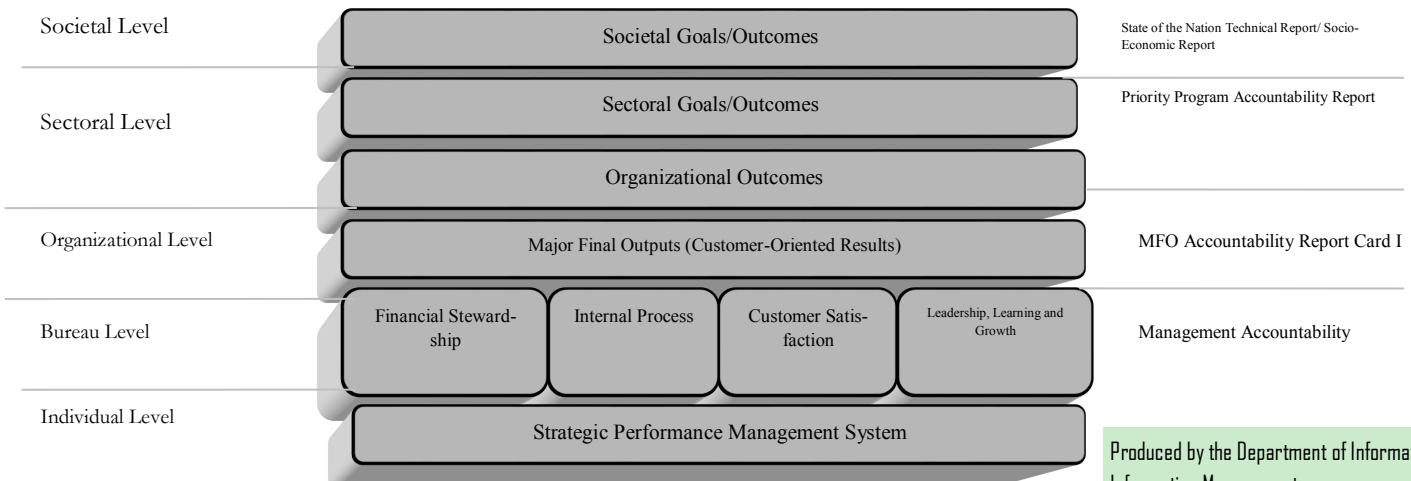
In 2012, the Executive Order No. 80 was signed directing the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance.

#### Performance-Based Incentive System (PBIS)

PBB	Performance-Based Bonus (PBB) - top-up bonus based on individual's contribution to accomplishment of Agency targets
PEI	Productivity Enhancement Incentive (PEI) - across-the-board bonus of P5,000.00 per

### THE RBPMS FRAMEWORK

The RBPMS uses a comprehensive framework that cuts across several performance management levels. It defines various levels of achievements from individual, then collectively to bureau and organizational level, which together lead to different sectors that ultimately impacts the society. Through RBPMS, every individual employees of the government can see himself/herself in the workplan to achieve societal goals.



## THRUSTS OF THE RBPMS

1. Strengthening government accountability
2. Securing compliance to governance standards
3. Promoting organizational efficiency and productivity
4. Instilling the culture of performance in Philippine Public Service

## TO QUALIFY FOR THE PBB, AGENCIES MUST ACHIEVE:

1. Achieve the Congress-approved targets for the delivery of the MFOs under the Performance-Informed Budget and the common targets for STO and GASS.
2. Achieve the targets agreed with the President under the five KRAs of EO 43 (suspended for FY 2016)
3. Meet 100% of all the good governance conditions under the performance drivers of the RBPMS.

## FORCE-RANKING OF DELIVERY UNITS

Delivery units of eligible agencies shall be forced-ranked according to the following categories:

Top 10% - Best Delivery Unit

Next 25% - Better Delivery Unit

Next 65% - Good Delivery Unit

## RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.

Best Delivery Unit—65% of Monthly Basic Salary

Better Delivery Unit—57.5% of Monthly Basic Salary

Good Delivery Unit—50% of Monthly Basic Salary

## RATING SCALES FOR OPCR & IPCR ASSESSMENT

Rating Scale For the overall rating	Rating Scale For the Individual Targets	Adjectival Equivalent	Description
4.51-5.00	5	Outstanding	Exceeded the target by at least 30%
3.51-4.50	4	Very Satisfactory	Exceeded the target by at least 15-29%
2.51-2.50	3	Satisfactory	Met the target of 100-114%
1.51-2.50	2	Unsatisfactory	Accomplished target by 51-99%
1.00-1.50	1	Poor	Accomplished target by 50% and below

# RANKING OF DELIVERY UNITS

## SET OF DELIVERY UNITS

Office Order No. 15, s. 2016 established the new set of delivery units with the corresponding Head of Delivery Unit (HDU) for performance management effective FY 2016. This shall be the basis of the force-ranking of DUs for the grant of the Performance-Based Bonus (Sec. 4.1).

1. Office of the President—Assigned representative of the University President
2. Administration and Finance—Assigned representative of the University President
3. Academic Affairs—Vice President for Academic Affairs
4. Research and Development, Extension and Training—Vice President for RDET
5. IFSU Lamut (Main) Campus—Campus Executive Director
6. IFSU Lagawe Campus—Campus Executive Director
7. IFSU Potia Campus—Campus Executive Director
8. IFSU Tinoc Campus—Campus Executive Director
9. IFSU Aguineldo Campus—Campus Executive Director
10. IFSU Hapao Campus—Campus Executive Director

### TERMS (Per Office Order No. 15, s. 2016, Sec. 2)

1. Delivery Units (DU) - pertains to Division Level offices in the University's organizational structure headed by the University President, Vice Presidents and Campus Executive Directors.
2. Service Units (SU) - pertains to Colleges and Service Departments headed by College Deans and Department Directors respectively.

**NEW**

### No More Ranking of Individuals within a Delivery Unit

Effective FY 2016, there shall no longer be a ranking of individuals within a delivery unit (Sec. 8.3, IATF MC 2016-1). This does not mean that there shall be no more IPCR. IPCR shall still be prepared and submitted as usual.

### Submission and Assessment of OPCR (Office Order No. 15, 2016)

1. The SU submits its SU-OPCR to the HDU on the prescribed schedule of OPCR submission as per Memorandum No. 3, s. 2016.
2. The HDU checks, reviews, assesses the SU-OPCR annual targets and the actual accomplishments quarterly, semi-annually, and annually. Supporting evidences from the SUs are checked and verified by the concerned HDU as member of the Performance Management Team (PMT).
3. The HDU collates/summarizes the SU-OPCRs in his/her jurisdiction to prepare the DU-OPCR. The HDU submits the DU-OPCR targets and actual accomplishments to the PMT Secretariat on the prescribed schedule of submission for monitoring and evaluation and in preparation for the PMT Review Conference.
4. The HDU presents the collated/summarized DU-OPCR in the PMT Review Conference for initial assessment. Supporting evidences shall be verified by the PMT during the Conference.
5. The PMT rates the DU-OPCR and endorses to the University President for the final rating.

References:

The Philippine Results-Based Performance Management System  
IFSU SPMS Manual