



Republic of the Philippines
Department of Education

28 FEB 2013

DepEd O R D E R
No. **12** s. 2013

**GUIDELINES ON THE GRANTING OF PERFORMANCE-BASED BONUS (PBB)
FOR THE DEPARTMENT OF EDUCATION (DEPED)
EMPLOYEES AND OFFICIALS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Secretary, ARMM
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
Chiefs of Divisions
All Others Concerned

1. Pursuant to the provisions of Executive Order No. 80, s. 2012 entitled *Directing the Adoption of a Performance-Based Incentive System (PBIS) for Government Employees* signed by President Benigno S. Aquino III on July 20, 2012 and Memorandum Circular No. 2012-01 issued by the Inter-Agency Task Force (AO No. 25, s. 2011), the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning Fiscal Year (FY) 2012.
2. The PBB is characterized by a system of rewards administration to all bureaus or delivery units, and personnel within the Department according to their contribution to the overall agency performance.
3. DepEd Memorandum No. 9, s. 2013 was issued on January 18, 2013 entitled *Creation of Task Force to Formulate and Finalize the Guidelines on the Performance-Based Bonus (PBB) for the Department of Education (DepEd)*. The said Task Force conducted marathon meetings to finalize the implementing guidelines. Enclosed is the Task Force Resolution recommending the implementing guidelines of PBB.
4. The enclosed implementing guidelines shall be adopted and will take effect once the Department is identified eligible to the PBB. To get the top-up bonus for FY 2012, the following criteria and conditions should be met:
 - a. Achieved at least 90% of FY 2012 targets of each Major Final Output (MFO), Support to Operations (STO), and General Administrative Support Services (GASS);
 - b. Achieved 90% of each priority program/project targets agreed with the President under the five Key Result Areas (KRAs) of Executive Order No. 43; and
 - c. Satisfied 100% of good governance conditions.

5. The bureaus or delivery units and attached agencies shall be evaluated according to their performance in the achievement of the Department's performance targets.
6. The officials and employees within the central office (CO), regional offices (ROs), division offices (DOs) and attached agencies who qualified for the PBB, based on the criteria and condition stipulated in the enclosed implementing guidelines, shall be further evaluated based on their individual performance.
7. The performance review and evaluation of the offices and its employees will determine the amount of PBB to be received.
8. The DepEd employees including teachers who are recipients of the national awards from the Civil Service Commission (CSC), Metrobank Foundation and National Literacy Awards in FY 2012 are automatically entitled to the P 35,000.00 Bonus.
9. However, individuals belonging to the First and Second Levels, employees who received a "Below Satisfactory" performance rating, and officials in the Third Level Positions (SG 25) who earned below Very Satisfactory (VS) performance is automatically disqualified from the PBB.
10. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

References:

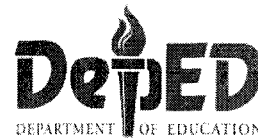
DepEd Memorandum: Nos. 6 and (9, s. 2013)

To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
EMPLOYEES
OFFICIALS
PERFORMANCE

POLICY
RATING
TEACHERS

Madel: Guidelines on PBB
0211-February 21, 2013



TASK FORCE RESOLUTION

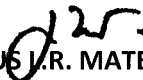
WHEREAS, Executive Order (EO) No. 80 (s. 2012) seeks to rationalize the current incentive system in government which was generally characterized by across-the-board bonuses that are given uniformly to all civil servants;

WHEREAS, one of the governing principles of the Senate and House of Representatives Joint Resolution (JR) No. 4 (s. 2009), otherwise known as the "Salary Standardization Law (SSL) III," is the establishment of a Performance Based Incentive (PBI) scheme which aligned personnel efforts to organizational performance to reward exemplary civil servants and well-performing institutions;

WHEREAS, Department of Education (DepEd) Memorandum No. 9 (s. 2013) created a Task Force to formulate and finalize the guidelines on the Performance Based Bonus (PBB) for DepEd;

WHEREAS, the said DepEd PBB Task Force formulated guidelines (Annex A) for the whole organization of Department of Education.

RESOLVED, AS IT IS HEREBY RESOLVED, that upon its deliberation and in view of ensuring timely and effective implementation of the PBB in the Department, this august body hereby recommends the DepEd Guidelines for approval of the Secretary.


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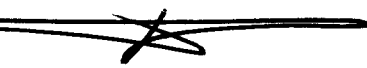
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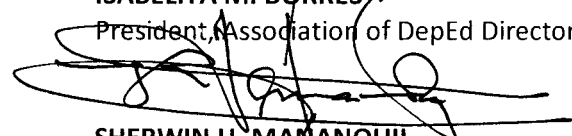

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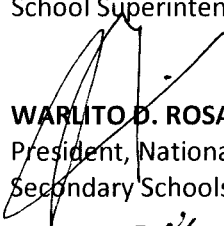

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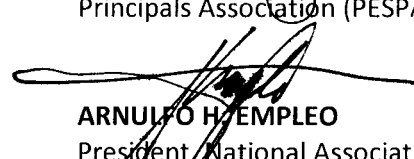

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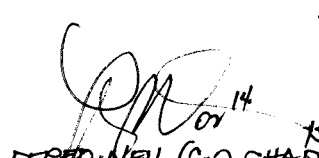

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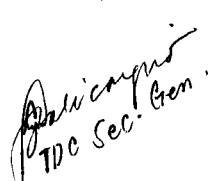

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ACT/MPSTA


DepEd-NEU (C.O. CHAPTER)


TDC Sec. Gen.

Guidelines for the Adoption of a Performance-Based Incentive (PBI) System for DepEd Personnel for FY 2012

Rationale and Background

1. The granting of the PBB links individual performance targets and accomplishments to strategic and organizational goals and accomplishments of all delivery units. This is part of the four stages of the Results Based Performance Management System, specifically under performance based development planning and rewards administration. The other three are performance-based planning and commitment; performance monitoring and coaching, and performance review and evaluation.
2. These guidelines are based on the performance indicators specified in the following pillars: the Department's Major Final Outputs, commitments to the President supportive of the Priorities under EO 43; and good governance conditions under AO 25 on mandatory posting of budgetary, procurement, and other reports in the Transparency Seal, posting of all invitations to bid and award of contracts in the Philippine Government Electronic Procurement System (PhilGEPS) website, Cash Advance liquidation within reglementary period, and establishment of a Citizen's Charter for internal process efficiency.

Coverage

3. These guidelines cover all officials and employees in the Department including attached agencies holding regular plantilla positions, and all contractual and casual employees having an employer-employee relationship. Personnel who are in the government service as of November 30, 2012, and have rendered at least four (4) months service during the year as of November 30, 2012.
4. Attached agencies are considered delivery units at the Central Office and shall follow the provisions of these guidelines particularly the performance review and evaluation of delivery units based on their committed performance indicators and individual forced ranking using the performance assessment tools.
5. Personnel found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2012 shall not be entitled to the FY 2012 PBB. If the penalty meted out is only a reprimand, such penalty shall not disqualify the employee concerned to the grant of PBB.

Performance Review and Evaluation Committee (PREC)

6. To effectively implement the PBI System through PBB, different Performance Review and Evaluation Committees are hereby created to lead and oversee PBB implementation.

Table 1: Composition of PREC

Performance Review and Evaluation Committees		
Division Performance Review and Evaluation Committee (DPREC)	Regional Performance Review and Evaluation Committee (RPREC)	National Performance Review and Evaluation Committee (NPREC)
<p>Chair: ASDS (most senior, in terms of tenure)</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Division Planning Officer • One (1) Accountant • One (1) Education Supervisor I • One (1) Principals' Representative (Elementary: PESPA) • One (1) Principals' Representative (Secondary: NAPSSHI/NAPSPHIL) • One (1) PTA Division Federation Representative <p>Secretariat: Administrative Office</p>	<p>Chair: Asst. Regional Director</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Regional Planning Officer • One (1) Chief Finance Officer • One (1) Education Supervisor II • One (1) President of PASS in the region • One (1) Employees' Union Representative <p>Secretariat: Administrative Office</p>	<p>Chair: Undersecretary Co-Chair: Assistant Secretary</p> <p>Members:</p> <ul style="list-style-type: none"> • One (1) Office of Planning Service • One (1) Budget Division • One (1) Employees Welfare and Benefits Division • One (1) Employees' Union Representative <p>Secretariat: Personnel Division & SDD-HRDS</p>
<p>Responsibilities</p> <ul style="list-style-type: none"> • Implement the performance review and evaluation guidelines stipulated in this issuance • Ensure reliability, completeness, and correctness of data to be used as bases for performance review and evaluation • Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns • Ensure that PBB is implemented before the opening of School Year 2013-2014. 		

- Each Performance Review and Evaluation Committee shall immediately convene en banc to agree on basics in performance review and evaluation particularly on timelines. Each PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation.

Performance Review and Evaluation of Delivery Units

- For each organization level, specific performance indicators were identified based on the revised Organizational Performance Indicators Framework (OPIF)

and Major Final Outputs (MFOs) in determining the performance category for the delivery units. Each school, division, region is considered as a delivery unit and shall be ranked accordingly. Central Office delivery units are the Bureaus, Centers, Services, Task Force, and OSEC, including attached agencies which shall be ranked according to identified indicators.

A. School Level

9. All schools within each division will be measured and ranked based on the following SY 2011-2012 indicators:

- NAT Total Test MPS
- % of school leavers (i.e. simple drop out rate¹)
- % of Liquidated MOOE (January 1 to December 31, 2012)

10. The Division Performance Review and Evaluation Committee shall convene en banc to do the actual determination of points based on the identified performance indicators guided by the following specific steps:

Table 2: Point System for the School Level

Performance Indicators	Maximum points	Point system
<p>Elementary: MPS and % Increase in MPS using SY 2011-2012 results</p> <p>a. Complete School—Grade 6 Total MPS</p> <p>b. Incomplete School—Grade 3 Total MPS</p> <p><i>For schools with no NAT, use the SY 2011-2012 general average of the highest grade level offering in Form 18A.</i></p>	40	<p><i>MPS of 85% and above will be given 40 points, regardless of the change in MPS compared to the previous year.</i></p> <p><i>If the value of MPS is less than 85%, then the score will be computed as follows:</i></p> <p><i>MPS_{CurrentSY} X 40 + additional points</i></p> <p><i>Additional points will be computed as:</i></p> <ul style="list-style-type: none"> - <i>Each point increase in the MPS will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in MPS will be given no additional points.</i> <p><i>Example:</i> SY 2010 – 2011 MPS = 75% SY 2011 – 2012 MPS = 80% Change in MPS = 5%</p> <p><i>(MPS_{CurrentSY} X 40) + [(MPS_{CurrentSY} – MPS_{PreviousSY})]</i></p>

¹ As defined in the National Statistical Coordination Board (NSCB) – Inter-Agency Committee on Education Statistics (IACES) Glossary of Commonly Used Terms in Education Statistics, drop out rate is the percentage of students who leave school during the year for any reason, as well as those who complete the previous grade/year level but fail to enrol in the next grade/year level the following school year, to the total number of students enrolled during the previous school year.

		<p>$\times 100 = \text{Total Points}$ $(0.80 \times 40) + [(0.80 - 0.75) \times 100] = 37 \text{ points}$</p> <p>For schools with no NAT, the score will be based on the general average of the highest grade level offering and will be computed as follows:</p> <p>$[(GA_{\text{CurrentSY}} - 0.75)/0.25] \times 40 + \text{additional points}$</p> <p>Additional points will be computed as:</p> <ul style="list-style-type: none"> - Each point increase in the general average will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in the general average will be given no additional points. <p>Example:</p> <p>SY 2010 – 2011 GA. = 85% SY 2011 – 2012 GA = 90%</p> <p>$[(GA_{\text{CurrentSY}} - 0.75)/0.25] \times 40 + [(GA_{\text{CurrentSY}} - GA_{\text{PreviousSY}}) \times 100] = \text{Total Points}$ $[(0.90 - 0.75)/0.25] \times 40 + [(0.90 - 0.85) \times 100] = 29 \text{ points}$</p>
<p>Secondary: Total GSA and % Increase in total GSA using SY 2011-2012 results For schools with no NCAE, use the SY 2011-2012 general average of the highest year level offering in Form 18A.</p>	<p>40</p>	<p>Total GSA of 75% and above will be given 40 points, regardless of the change in total GSA compared to the previous year.</p> <p>If the value of total GSA is less than 75%, then the score will be computed as follows:</p> <p>$\text{Total GSA}_{\text{CurrentSY}} \times 40 + \text{additional points}$</p> <p>Additional points will be computed as: Each point increase in total GSA will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in total GSA will be given no additional points.</p> <p>Example:</p> <p>SY 2010 – 2011 Total GSA = 65% SY 2011 – 2012 Total GSA = 70% Change in Total GSA = 5%</p> <p>$(\text{Total GSA}_{\text{CurrentSY}} \times 40) + [(\text{Total GSA}_{\text{CurrentSY}} - \text{Total GSA}_{\text{PreviousSY}}) \times 100] = \text{Total Points}$ $(0.70 \times 40) + [(0.70 - 0.65) \times 100] = 33 \text{ points}$</p> <p>For schools with no NCAE, the score will be based on the general average of the highest year</p>

		<p>level offering and will be computed as follows:</p> $[(GA_{CurrentSY} - 0.75)/0.25] \times 40 + \text{additional points}$ <p>Additional points will be computed as:</p> <ul style="list-style-type: none"> - Each point increase in the general average will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in the general average will be given no additional points. <p>Example:</p> <p>SY 2010 – 2011 GA. = 85% SY 2011 – 2012 GA = 90%</p> $[(GA_{CurrentSY} - 0.75)/0.25] \times 40 + [(GA_{CurrentSY} - GA_{PreviousSY}) \times 100] = \text{Total Points}$ $[(0.90 - 0.75)/0.25] \times 40 + [(0.90 - 0.85) \times 100] = 29 \text{ points}$
School Leavers Rate (i.e. Simple Dropout Rate) for SY 2011 - 2012	30	<p>SDR of 1% and below will be given 30 points.</p> <p>SDR between 1% and 10% will be computed as follows:</p> $[(10 - SDR)/10] \times 30 + \text{additional points}$ <p>Using the formula, an SDR greater than or equal to 10% will be given 0 points, however, schools can still get additional points</p> <p>Computation for additional points: Each point decrease in the SDR will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. An increase in SDR will be given no additional points.</p> <p>Example: SY 2010 – 2011 = 5.0% SY 2011 – 2012 = 3.0% Decline in SDR = 2.0%</p> $[(10 - SDR)/10] \times 30 + (SDR_{PreviousSY} - SDR_{CurrentSY}) = \text{Total Points}$ $[(10-3)/10] \times 30 + (5 - 3) = 23 \text{ points}$
Liquidation of MOOE and timeliness of submission as of December 31, 2012	30	<p>The distribution of points in this item will be:</p> <p>% Liquidation of MOOE = 20 pts Timeliness = 10 pts</p> <p>The computation of the score will be as follows:</p>

		<p><i>The points for Liquidation of MOOE will be computed by multiplying the percentage liquidated to the maximum points for this item. Liquidation below 90% will automatically be given 0 points.</i></p> <p><i>The points assigned for Timeliness will be computed by subtracting 2 points for every late submission from the 10 points assigned for this item. 5 or more months of late submission will result to 0 points in terms of timeliness.</i></p> <p><i>$[(\%Liq - 90) \times 2] + [10 - (2 \times \text{number of late submissions})]$</i></p> <p><i>Example:</i> <i>%Liquidation = 99.7</i> <i>Months late = 1</i></p> <p><i>$(99.7-90) \times 2 + (10 - 2) = 27.4 \text{ points}$</i></p>
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11. For FY 2012, there will be no individual forced ranking at the school level. Thus, the performance category of school based performance review and evaluation shall determine the level of PBB that each employee will receive. An alternative categorization for schools will be used as illustrated by Table 4.

Table 4. Performance Category of Schools

12.

Performance Category	Incentive
Exceptional	35,000
Outstanding	25,000
Excellent	20,000
Superb	15,000
Brilliant	13,500
Great	10,000
Good	7,000
Satisfactory	5,000

B. Division Level

12. All divisions within each region will be measured and ranked based on the following indicators:

- % of 5 year old children enrolled in Public and Private Kindergarten
- % of 6- 11 year old pupils enrolled in Public and Private Elementary Schools
- % of 12-15 year old students enrolled in Public and Private Secondary Schools
- % improvement in proportion of Public and Private Grade 6 pupils with NAT MPS of 75 and better

- % improvement in proportion of Public and Private 4th Year pupils with NCAE GSA of 75 and better
- % of created teaching items with NOSCA filled up within 3 months
- % increase in the number of schools meeting the ideal ratio in: a) teachers, b) classrooms, c) water and sanitation, and d) seats
- % private schools submitting EBEIS data on or before September 30, 2012
- % reduction in number of excess teachers, including those hired by the Local School Board (LSB)

13. The Regional Performance Review and Evaluation Committee shall convene en banc to do the actual determination of points based on the identified performance indicators.

14. Rank all divisions against all indicators to determine the Best, Better, and Good based on Table 5:

Table 5: Point System for Division Level

Performance Indicators	Maximum Points	Point System
% of 5 year old children enrolled in kindergarten (Kindergarten NER based on 2010 population)	10	<p><i>The score will be computed by multiplying the Kindergarten NER to the maximum points</i></p> <p><i>Score = NER x 10</i></p> <p><i>Example:</i></p> <p><i>NER = 99.1%</i></p> <p><i>99.1% x 10 = 9.91 points</i></p>
% of 6- 11 year old pupils enrolled in Elementary Schools (Elementary NER based on 2010 population)	10	<p><i>The score will be computed by multiplying the Elementary NER to the maximum points</i></p> <p><i>Score = NER x 10</i></p> <p><i>Example:</i></p> <p><i>NER = 99.1%</i></p> <p><i>99.1% x 10 = 9.91 points</i></p>
% of 12-15 year old students enrolled in Secondary Schools (Secondary NER based on 2010 population)	10	<p><i>The score will be computed by multiplying the Secondary NER to the maximum points</i></p> <p><i>Score = NER x 10</i></p> <p><i>Example:</i></p>

		<p>NER = 99.1%</p> <p>$0.991 \times 10 = 9.91$ points</p>
Proportion of schools with MPS higher than 75 for Grade 6 and the change in proportion	25	<p>The score will be computed by multiplying the proportion of schools with MPS higher than 75% within the Division to the maximum number of points. Additional points will be given for each percent improvement in the proportion of schools.</p> <p>Computation for additional points: Each percent improvement in the proportion will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in the proportion will be given no additional points.</p> <p>Score = (Proportion_{75andup} X 25) + additional points</p> <p>Example:</p> <p>Year 1 = 75% Year 2 = 80%</p> <p>$(0.80 \times 25) + 5 = 25$ points</p>
Proportion of schools with MPS higher than 75 for Year 4 and the change in proportion	25	<p>The score will be computed by multiplying the proportion of schools with MPS higher than 75% within the Division to the maximum number of points. Additional points will be given for each percent improvement in the proportion of schools.</p> <p>Computation for additional points: Each percent improvement in the proportion will be given an equivalent increase of one point. Only a maximum of 10 additional points can be given to each school. A decline in the proportion will be given no additional points.</p> <p>Score = (Proportion_{75andup} X 25) + additional points</p> <p>Example:</p>

		<p>Year 1 = 75%</p> <p>Year 2 = 80%</p> <p>$(0.80 \times 25) + 5 = 25$ points</p>
% of created teaching items with NOSCA filled up within 3 months	5	<p>The score will be computed by multiplying the percentage of the created teaching items filled within three months of the issuance of its NOSCA by the maximum score. It will be computed as:</p> <p>Score = %Filled x 5</p> <p>Example:</p> <p>% positions filled = 90%</p> <p>$0.9 \times 5 = 4.5$ points</p>
% of schools meeting the ideal ratio in: a. Teachers (1:45), b. Water and Sanitation (1:50), c. Classrooms (1:45 per shift), and d. Desks/Armchairs (1:1) (To be averaged)	5	<p>The score will be computed by averaging the percentage of schools meeting the four ideal ratios then multiplying it to the maximum points.</p> <p>Example:</p> <p>Teacher: 90%</p> <p>WatSan: 90%</p> <p>Classroom: 80%</p> <p>Desk/Armchair: 80%</p> <p>$[(0.9+0.9+0.8+0.8) / 4] \times 5 = 4.25$ points</p>
% private schools submitting EBEIS data on time	5	<p>The score will be computed by multiplying the proportion of private schools submitting EBEIS data on time to the maximum points.</p> <p>Example:</p> <p>%private schools submitting on time = 90%</p> <p>$0.9 \times 5 = 4.5$ points</p>
% reduction in number of excess teachers	5	<p>The score will be computed by multiplying the proportion of excess teachers reduced/redeployed to the maximum points.</p> <p>Example:</p>

		<p><i>%reduction in number of excess teachers = 90%</i></p> <p><i>0.9 x 5 = 4.5 points</i></p>
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15. The result of division performance review and evaluation shall be submitted to the Regional Performance Review and Evaluation Committee for the regional performance review and evaluation of all divisions to determine the 10% best divisions, 25% better divisions and 65% good divisions.

C. Regional Level

16. All the 17 regions shall be measured and ranked based on the following indicators:

- Proportion of the number of divisions within the region categorized as best, better, good
- % accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (based on obligation as of December 31, 2012)
- Proportion of Private School with Permit to Operate or which acquired recognition to Total Number of Private Schools (as of February 2013)
- Zero Private Schools reported operating without permit (based on verified complaints²)

17. The National Performance Review and Evaluation Team shall convene en banc to do the actual determination of points based on the identified performance indicators guided by Table 6:

Table 6: Point System for Regional Level

Performance Indicators	Maximum Points	Point System
Regional rank depends on proportion of the number of divisions within the region categorized as BEST	20	<p><i>The score will be computed by multiplying the proportion of divisions within the region categorized as BEST to the maximum points.</i></p> <p><i>Example:</i></p> <p><i>%BEST divisions = 90%</i></p> <p><i>0.90 x 20 = 18 points</i></p>

² Verified complaints defined as non-anonymous, signed, and validated complaints.

<p>% accomplishment/ utilization vis-a-vis the Annual Work and Financial Plan (based on obligations as of December 31, 2012)</p>	<p>50</p>	<p><i>The score will be computed by multiplying the percentage of accomplishment/utilization vis-à-vis AWWFP to the maximum points.</i></p> <p><i>Example:</i></p> <p><i>%accomplishment/utilization = 90%</i></p> <p><i>0.90 x 50 = 45 points</i></p>
<p>Proportion of Private School with Permit to Operate or acquired recognition to Total Number of Private Schools</p>	<p>20</p>	<p><i>The score will be computed by multiplying the proportion of private schools with Permit to Operate to the maximum points.</i></p> <p><i>Example:</i></p> <p><i>%schools with Permit to Operate = 90%</i></p> <p><i>0.90 x 20 = 18 points</i></p>
<p>Zero Private Schools reported operating without permit based on formal (signed and validated) complaints</p>	<p>10</p>	<p><i>When no private schools were operating without permit based on formal complaints, 10 points will be given. 2 points for every signed, verified, validated complaint will be subtracted from the 10 points assigned for this item. Five (5) or more complaints will automatically result to 0 points.</i></p> <p><i>The score will be computed as follows:</i></p> <p><i>Score = 10 – (2 x number of complaints)</i></p> <p><i>Example:</i></p> <p><i>Number of complaints = 2</i></p> <p><i>10 – (2 x 2) = 6 points</i></p>

18. Based on the computed points in each indicator, the performance review and evaluation committee shall now determine the performance review and

evaluation of the 17 regions applying the performance review and evaluation scheme of Best (10%), Better (25%) and Good (65%).

D. Central Office

19. Each delivery unit in the Central Office including attached agencies shall be measured and ranked according to the following performance indicators:

- Percentage of accomplishment/utilization vis-a-vis the Annual Work and Financial Plan (based on obligation)
- Timeliness and completeness of submission of budget execution documents and accomplishment reports (Budget Execution Documents [BEDs] and Budget Accomplishment Reports [BARs]) to Planning Office
- Proportion of Cash Advances drawn liquidated

20. The determination of **weights and points** shall be based on Table 7 below.

Table 7: Point System for Central Office

Indicators	Maximum Points	Rating Scale
1. Percentage of Accomplishment/ utilization vis-a-vis Annual WFP	40	<p><i>The score will be computed by multiplying the percentage of accomplishment/utilization vis-à-vis the annual WFP to the maximum points.</i></p> <p><i>Example:</i></p> <p><i>%utilization = 90%</i></p> <p><i>0.90 x 40 = 36 points</i></p>
2. Timeliness of Accomplishment Reports (BEDs and BARs)	40	<p><i>The score will be computed by dividing the total number of reports submitted on time by the total number of accomplishment reports required to be submitted (4) then it is multiplied to the maximum points.</i></p> <p><i>Example:</i></p> <p><i>Reports submitted on time:</i> 3</p>

		<p><i>Required number of reports:</i> 4</p> <p>$(3 / 4) \times 40 = 30$ points</p>
3. Proportion of Cash Advances received and liquidated	20	<p><i>The score will be computed by multiplying the proportion of cash advances received and liquidated to the maximum points.</i></p> <p><i>Example:</i></p> <p>$\% \text{Received/Liquidated} = 90\%$</p> <p>$0.90 \times 20 = 18$ points</p>

21. After determining the weights and points of each unit, the performance review and evaluation committee shall proceed with the determination of category using the weighted average.
22. The performance review and evaluation committee shall present the result of ranking before the EXECOM for approval and subsequent submission to the DBM.

Individual Performance Review and Evaluation

23. Individual Performance Review and Evaluation shall only apply to Divisions, Regions, and Central Office including attached agencies except for the Philippine High School for the Arts. After determining the rank of each delivery unit, an individual forced ranking shall be undertaken to determine which among the employees in each unit will fall under best, better, and good.

“Current station” as of November 30, 2012 shall be the basis in determining the delivery unit that each employee belongs. For instance, teachers who are detailed to Division or Regional Offices to perform other functions shall be considered part of the delivery unit they are currently reporting.

24. Individual bonuses for Division, Regions, and Central Office shall be granted based on the following scheme:

Table 8: Performance Category

Performance Category	Best Performer	Better Performer	Good Performer
Best Bureau/Office	35,000	20,000	10,000

Better Bureau/Office	25,000	13,500	7,000
Good Bureau/Office	15,000	10,000	5,000

25. Thus, the Best Performer from the Best Bureau will get a PBB of P35,000; P25,000 for those in the Better Bureau; and P15,000 for those in Good Bureau. The Better Performer from the Best Bureau will get P20,000; P13,500 for those from the Better Bureau; and P10,000 for those from the Good Bureau. The Good Performer from the Best Bureaus will get P10,000; P7,000 from the Better Bureaus and P5,000 from the Good Bureaus. However, individuals belonging to the First and Second levels employees who receive a "Below Satisfactory" performance rating will not be qualified for the PBB.
26. In addition, Officials belonging to the Third Level (SG 25 and above) who receive a rating lower than "Very Satisfactory" under the CESB guidelines shall not be eligible to the PBB.
27. Using the existing performance assessment, all heads of delivery units must undertake a serious and honest administration of assessment instrument to determine the ranking of its employees. Refer to Table 9 for the instruction on individual ranking:

Table 9: Individual Ranking

Levels	Assessment Instrument	Determination of Rank
A. Third Level		
1. All Directors 2. All SDS 3. All ASDS	CESPES	Using the numeric result of CESPES, a national ranking for Directors, SDS and ASDS will be undertaken by the Personnel Division to determine the 10% for BEST, 25% for BETTER, 65% for GOOD
B. Second Level and Below		
1. Division Office Employees <i>(include Public Schools District Supervisors and all Mobile Teachers with the Division)</i> 2. Regional Office Employees 3. Central Office employees	PASAG	Using the numeric result of PASAG for second level and below positions, rank all employees by level of governance and determine the 10% for BEST, 25% for BETTER, and 65% for GOOD

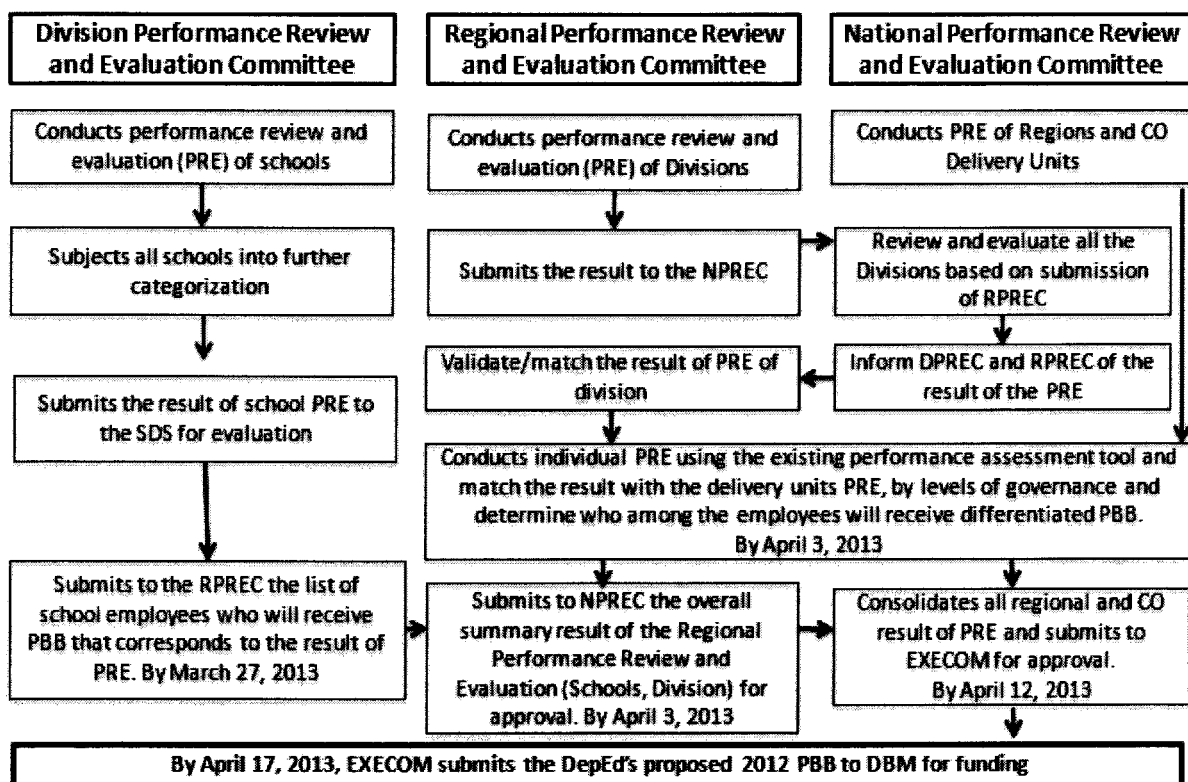
28. However, all DepEd employees including teachers, who are recipients of national awards from Civil Service Commission, Metrobank Foundation, National Literacy Awards, and other national awards for the year 2012; conferred by award giving bodies recognized by CSC and DepED are automatically entitled to 35,000 Bonus regardless of the rank category of their mother unit.

29. Personnel who are on study/scholarship leaves are included in the assessment for PBB and are entitled to the corresponding amount given to their delivery unit. Their individual ranking shall be based on their PASAG rating of the previous year.

Determination of the level of PBB

31. **Diagram 1** describes the entire process of performance review and evaluation and the flow of submission of the results of performance review and evaluation.

Diagram 1: Flow of Submission of Performance Review and Evaluation Results



32. **School Level.** The Division Performance Review and Evaluation Committee shall prepare the list of schools and its employees within the Division based on the instructions stipulated in these guidelines. It shall contain the names and the corresponding amount of PBB that all employees in the school will receive on or before March 27, 2013.
33. **Division, Region, and Central levels.** The Regional and Central Performance Review and Evaluation Committees shall match the result of ranking of delivery units and individual forced ranking applying the categorization in Table 4 and prepare the summary of the result of performance review and evaluation which contains the names of delivery units and its employees vis-a-vis the corresponding amount of PBB on or before April 3, 2013.

34. All the results of Performance Review and Evaluation from the school up to the Central level shall be submitted to the National Performance Review and Evaluation Committee for consolidation and onward submission to EXECOM for approval on or before April 12, 2013.
35. Upon approval by the EXECOM, the NPREC shall transmit to Department of Budget and Management (DBM) the 2012 DepED proposed PBB implementation plan for funding and implementation on or before April 17, 2013.

Grievance Committee

36. A grievance committee is hereby created to respond to complaints, issues and concerns related to the granting of PBB. The Committee is composed of the following membership:

Table 10: Composition of Grievance Committee

Central Office	Regional Office	Division Office
Chair: Usec for Legal Members: <ul style="list-style-type: none"> • Director of Administrative Service • Chief of Legal Division • DepEd NEU President 	Chair: Regional Director Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • Budget Officer • Regional PASS President 	Chair: SDS Members: <ul style="list-style-type: none"> • Legal Officer • HRMO • EPS • Accountant • PESPA representative • NAPSSHI or NAPSSPHIL representative

37. All complaints filed before the grievance committee shall be acted upon within 15 days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.

Funding source

38. Funds for PBB shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act (GAA).

Effectivity

39. These guidelines shall take effect immediately upon approval of the Department of Budget and Management. Further enhancement to these guidelines shall be undertaken in 2013 and onward.