

## 2015 System of Ranking for PBB

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### Philippine Institute of Traditional and Alternative Health Care System of Ranking for Performance-Based Bonus for CY 2015

#### I. Scheme for Ranking PITAHC Units

1. Group units according to functions and classifications:

PITAHC Clustering	No. of Units	Description
Operations	3	Research and Development Division Standards and Accreditation Division Social Advocacy and Training Division
Support to Operations	3	Administrative Division Marketing, Distribution and Sales Division Herbal Processing Plants
General Administration and Support Services	1	Finance Division
<b>TOTAL</b>	<b>7</b>	

2. Rating of the delivery units shall be based on their Performance-Based Bonus (PBB) Percentage Achievement Score (PPAS) reported as of December 31, 2015. No rounding off of the PPAS.

$$\text{PPAS} = \frac{\text{Accomplishment} \times 100}{\text{Target}}$$

Example:

<b>MFO 1: Research and Development Division</b>			
Performance Indicator	Target	Accomplishment	PPAS (%)
1. Number of research projects completed/developed	10	12	120.00%
2. % of research projects completed within the last 3 years adopted by industry or with results published in a recognized journal	50%	75%	150.00%
3. % of research projects completed			

within the original proposed timeframe	80%	80%	100.00%
Average PPAS			<b>123.33%</b>

- Only those that achieved at least 90% of each one of their performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informer Budget (PIB) of GAA of CY 2015 and the targets of Support to Operations (STO) and General Administration and Support Services (GASS) will qualify for the PBB in accordance with the IATF MC 2015-01 dated August 12, 2015. The PBB Performance Indicators are as follows:

*MFO 1: Research and Development Services*

- Number of research projects completed/developed
- Percentage of research projects completed within the last 3 years adopted by industry or with results published in a recognized journal
- Percentage of research projects completed within the original proposed time

*MFO 2: Technical Advisory and Advocacy Services*

- Number of TAHC advocacies/trainings undertaken
- Percentage of training participants who rated the services as satisfactory or better
- Percentage of request for training acted upon within 7 days

*MFO 3: Regulation of Traditional and Alternative Medicine Practice*

- Number of applications for certification and accreditation acted upon
- Percentage of applicants who rated the services as satisfactory or better
- Percentage of applications acted upon within 15 days

*Support to Operations (STO)*

- Number of management & employees oriented/trained on ISO 9001:2008 QMS/GQMS
- Percentage of Purchase Orders served within the required delivery period
- Operations Manual developed and submitted

*General Administration and Support Services (GAAS)*

- Budget Utilization Rate (BUR)
- Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and the Department of Budget and Management (DBM)
- Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System

3. Based on the average PPAS, the eligible delivery units shall be forced ranked according

to the following categories:

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

4. Validation shall be conducted if there is difficulty in the determination of rank, such as if there are ties among the different units.
5. The validation team shall be assigned/designated by the Director General.
6. Subtraction from the score will be as follows:
  - 1% for every supporting document missing
  - 1% for every wrong item in the report
  - Submission of the Agency Annual Procurement Plan (APP) to the Government Procurement Policy Board (GPBB) and its Technical Support Office (TSO)

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## II. Scheme for Ranking PITAHC Personnel

1. Only personnel belonging to the eligible delivery units are qualified for the PBB.
2. The following personnel may qualify for the PBB:
  - *With regular plantilla items:*
    - Officials – with rating not lower than Very Satisfactory
    - Employees – with rating not lower than Satisfactory
3. For CY 2015, the following shall be the basis for rating PITAHC personnel performance:
  - *CSC Approved Strategic Performance Management System (SPMS) – 1st and 2nd Level Employees*
  - *Career Executive Service Performance Evaluation System (CESPES) – 3rd Level Officials*
4. Only those that will submit the SPMS/CESPES within the following rating period shall be considered for the 2015 PBB.

considered for the 2015 PBB.

- January to June 2015
- July to December 2015

The Human Resource Management Officer (HRMO) and Administrative Officers should consolidate and summarize the January to December 2015 SPMS Ratings of the Central Office and Herbal Processing Plants (HPPs) employees, respectively.

5. All employees within the delivery units shall be ranked from highest to lowest scores based on their average SPMS/ CESPES rating.
  - To qualify personnel should submit SPMS/CESPES for the 2 rating periods with no rating lower than Satisfactory for level 1 and 2 positions, and not lower than Very Satisfactory for the 3<sup>rd</sup> level officials.
6. Officials and employees of the Delivery Units that qualified for the PBB shall be forced ranked as follows:

*For the best delivery unit:*

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

*For the better delivery unit:*

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

*For the good delivery unit:*

For the good delivery unit.

Ranking	Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

Example:

Delivery Unit	Total No. of Positions	Total of Qualified Personnel	10%	25%	65%
HPP	44	44	4	11	29
MDS	11	11	1	3	7

7. The amount of bonus to be received shall follow the Executive Order (EO) No. 80 s. 2012 guidelines. Qualified personnel will receive the PBB according to the following categories:

Performance Category	Best Performer	Better Performer	Good Performer
Best Delivery Unit	35,000	20,000	10,000
Better Delivery Unit	25,000	13,500	7,000
Good Delivery Unit	15,000	10,000	5,000

8. Validation shall be conducted if there is difficulty in the determination of rank, such as if there are ties among the different employees per category.
9. The head of agency may validate or assign a validation team.