

Philippine Institute of Traditional and Alternative Health care (PITAHC)

System of Rating and Ranking of Delivery Units

For the Performance Based Bonus (PBB) for FY 2020

1. Cluster the units according to functions and classifications.

Cluster	No. of Units	Description
Operations	3	Research & Development Division Social Advocacy & Training Division Standards & Accreditation Division
Support to Operations	5	Office of the Director General Management Services Division Cagayan Valley Herbal Processing Plant Tacloban Herbal Processing Plant Davao Herbal Processing Plant
General Administration & Support Services	2	Administrative Division Finance Division

2. The rating of the delivery units shall be based on their Performance-Based Bonus (PBB) Performance Achievement Score (PPAS) reported as of December 31, 2020. No rounding off of the PPAS shall be made.

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

Example:

Research & Development Division			
Performance Indicator	Target	Accomplishment	PPAS (%)
1. % of research projects developed/completed	6	6	100%
2. % of research projects completed within the last 3 years with results	5/6	6	100%

with results published in a recognized journal or presented in local or international conferences			
3. % of research projects adopted by the industry	1	1	100%
Average PPAS			100%

3. Only those delivery units that meet the criteria and conditions in Section 3.1 of the Inter Agency Task Force (IATF) Memorandum Circular No. 2019 – 1 dated September 3, 2019 shall qualify for the 2020 PBB.

4. 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

Estimated Number of Units per Cluster				
PITAHC Clustering	No. of Units	10% (Best Delivery Unit)	25% (Better Delivery Unit)	65% (Good Delivery Unit)
Operations	3		1	2
Support to Operations	5	1	1	3
General Administration & Support Services	2		1	1
Total	10	1	3	6

5. As may be agreed upon by the Management Committee (ManCom), the Performance Management Team and the Delivery Units, aside from the Institute's performance targets under the Performance Informed Budget (PIB) GAA of 2020, additional targets may be considered and accomplishments of the said targets shall be added in the rating of delivery units.


6. Subtraction from the Average PPAS score shall be as follows:

= 10% for every delivery unit with less than 100% unutilized budget

= 1% for every incorrect item in the submission of report

7. In case of ties among the delivery units, the Performance Management Team shall rank the units with additional accomplishments other than those identified in their performance targets.

8. For appeals on the PBB eligibility and ranking, a letter of request for reconsideration shall be submitted to the Head, PMT through the PBB Secretariat at pitahc@gmail.com within five (5) working days from the release of the PBB rating and ranking. Appeals sent beyond the said timeframe shall no longer be considered.


ANNABELLE PABIONA-DE GUZMAN, MD, FPAFP, MHA, MA Med (UK), CESE
Director General