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GUIDELINES ON SYSTEM OF RATING AND RANKING

I. Distribution of Delivery Units

A. The Agency shall declare 22 responsible delivery units (RDUs) divided into three (3) clusters as determined by the Inter-Agency Task Force on the implementation of Administrative Order No. 25, series 2011 pursuant to Memorandum Circular No. 2016-2 dated October 12, 2016 as follows:

1. Cluster I

- Offices of the Director General, Deputy Director General, Chief Directorial Staff and Executive Staff Units (ALO, AIU, IAU and ATC Secretariat)
- Office of the Comptroller;
- Plans and Programs Office;
- National Intelligence Training Center; and,

2. Cluster II

- The five (5) Directorates

3. Cluster III

- The 13 Regional Offices

B. Each cluster shall be forced ranked according to the following:

- Best RDUs (top 10%);
- Better RDUs (next 25%); and,
- Good RDUs (next 65%).

C. Breakdown of RDUs per cluster shall be as follows:

Ranking	Cluster I	Cluster II	Cluster III
Best RDU	1	1	1
Better RDUs	1	1	3
Good RDUs	2	3	9

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II. Ranking of the Delivery Units

- A. The ranking of RDUs shall be based on the OPCR rating of the heads of offices/units as validated by the PMT Secretariat based on the Monthly Accomplishment Reports of RDUs and ratings from Directorates/Offices concerned (DI, DII, DIII, DV, OC and PPO).
- B. Timeliness in the submission of the accomplished OPCR forms shall serve as basis in determining the highest possible rank that a certain office/unit can obtain, regardless of their validated rating.
1. RDUs that can submit their OPCR forms on 06 January 2017 or earlier shall be eligible as Best RDU;
 2. RDUs that can submit their OPCR forms after 06 January 2017 but not later than 13 January 2017 shall only have the highest possible rank of Better;
 3. RDUs that can submit their OPCR forms beyond 13 January 2017 shall only be categorized as Good.
- C. The deadline set by the AO 25 IATF on the submission of Form 1.0 (Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units and Employees) is on 15 January 2017. Thus, the PMT has issued a separate Memorandum requiring submission of the accomplished OPCR and IPCR forms on 06 and 10 January 2017, respectively.

III. Eligibility of Personnel

- A. Head of Agency (HOA)

The HOA shall not be included in the ranking and reporting of delivery units. The HOA's eligibility depends on the eligibility and performance of the Agency. The PBB shall be based on the monthly basic salary as of 31 December 2016, as follows:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Achieved all GGCs <u>and</u> physical targets in all MFOs, STO and GASS indicators	65%
Achieved all GCCs; has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Achieved all GCCs; has deficiency in one (1) of its physical target/s due to controllable reasons	50%

