

CRITERIA FOR THE PBB AND RANKING OF OFFICES:

I. CRITERIA FOR THE PBB RANKING OF OFFICES

			MEASUREMENT		
	CRITERIA	WEIGHT	QUANTITY	QUALITY	TIMELINESS
A	PHYSICAL PERFORMANCE ON OPCR-BASED ON CORE AND NON-CORE FUNCTIONS	60%	Description: Achieved 100% of the physical targets on Core and Non-Core Functions as per OPCR	Description: Pertains to accuracy - correctness or precision of reports submitted by concerned offices to appropriate offices; percentage of error incurred, e.g., 1% of total transactions; compliance with Commission policies and rules; completeness of supporting/required documents	Timeliness = Compliance with deadline for submission ; or compliance with PCT/ARTA commitments;
			RATING SCALE		
			4 - Achieved 100% of the physical targets on Core and Non-Core Functions as per OPCR	4 – no revision	4 - submitted reports at the end of the month, 5:00 pm
			3 - 90% - 99%	3 – with minor error	3 - noontime (12:00 noon) of the following day -
			2 - 80% -89%	2 – needs improvement	2 - afternoon (5:00 PM) of the following day
			1 - 79% or below	1 –needs complete revision/returned report	1 – second day after the deadline

	CRITERIA	%	MEASUREMENT	
B	FINANCIAL PERFORMANCE	30%	<p>QUALITY</p> <p>Completion of planned programs and projects and completeness of supporting documents to ensure maximum utilization of funds and NCA.</p>	<p>TIMELINESS</p> <p>Compliance with communicated deficiencies on supporting documents and with the mandatory guidelines for the submission of reports to DBM, COA and DOLE</p>
	1. Funds Utilization		<p><u>OBLIGATION (Budget Utilization)</u></p> <p>Rating scale:</p> <p>4 - 10% under /over utilized</p> <p>3 – 15% under / over utilized</p> <p>2 - 20% under / over utilized</p> <p>1 - more than 20% under / over utilized</p>	<p><u>PROCUREMENT</u> (timely procurement of goods and services according to (APP)</p> <p>Rating scale:</p> <p>4 - procurement within the first (1st) month of the quarter</p> <p>3 – procurement within the second (2nd) month of the quarter</p> <p>2 - procurement within the third (3rd) month of the quarter</p> <p>1 - procurement after the quarter</p>
	2. Funds Accountability			<p>Submission of Budget and Financial Accountability Reports BFARs – 20th day after reference quarter and 30th day after the reference year – Accounting/Budget</p> <p>4 – On or before deadline</p> <p>3 – 1 day after the deadline</p> <p>2 – 2 days after the deadline</p> <p>1 – 3 or more days after deadline</p>

				<p>Submission of Monthly SAAODB not later than reference month</p> <p>4 - submitted reports at the end of the month, 5:00 pm</p> <p>3 - noontime (12:00 noon) of the following day</p> <p>2 - afternoon (5:00 PM) of the following day</p> <p>1 – second day after the deadline</p> <p>Submission of Report of Monthly Collections/Actual Income</p> <p>4 – submitted reports on or before the 5th day of the reference month</p> <p>3 – submitted reports on or before the 6th day of the reference month</p> <p>2 – submitted reports on or before the 7th day of the reference month</p> <p>1 – submitted reports on or before the 8th day of the reference month</p>
				<p>Liquidated/Settled Cash Advances within 30 days from the granting of cash advance – All Central and Regional Offices</p> <p>4 – Liquidated / Settled on or before 30 days</p> <p>3 – Liquidated / Settled 31-40 days after</p> <p>2 - Liquidated / Settled 41-50 days after</p> <p>1 – Liquidated / Settled 51 – 60 days after</p>

							<p>Submitted Quarterly Report of Actions Taken on 100% Compliance to COA recommendations every 5th day following the reference quarter –IAS</p> <p>4 – Submitted on or before 5th day of reference quarter 3 – Submitted 6-10 days after reference quarter 2 – Submitted 11-15 days after reference quarter 1 – Submitted 16-20 days after reference quarter</p>
		%	Excellent 4	Outstanding 3	Good 2	Acceptable 1	Failed 0
C	COMPLIANCE WITH ANTI-REDTAPE ACT <ul style="list-style-type: none"> • Report Card Survey Findings • Public Perception 	10%					

II. RANKING OF OFFICES

To facilitate the ranking of offices, the offices shall be grouped according to the following sub-groups. The forced ranking will then be done within the different sub-groups:

FUNCTIONS	OFFICES
MANAGEMENT	Commissioner's Office Assistant Commissioner's Office Planning and Monitoring Division PIMRU Internal Audit Services Division

	Secretary's Office
SUPPORT	OFAS <ul style="list-style-type: none"> • Accounting Division • Administrative Division • Budget Division • HRMD • Supply and Property Division • Records Management Division Secretary's Office ICT Division
OPERATIONS	Regional Offices Licensure Office <ul style="list-style-type: none"> • Application Division • Rating Division • Examination Division • Educational Statistics Division • TDRSO Regulations Office <ul style="list-style-type: none"> • Registration Division • Standards and Inspection Division • Legal Division • International Affairs Division Cash Division

Prepared by:

PERFORMANCE MANAGEMENT TEAM



DR. CIRILA L. EDEN
Chairman



JANE R. SEVESSES
Member



EVELYN C. BAYAUA
Member



GLORIA L. ASINAS
Member




JESSALEE JACOBO-SARANGAY
Member

Regional Representatives



DIR. ELENITA L. TAN
PRC Legazpi



DIR. RODRIGO F. BALAQUI
PRC Tuguegarao