

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS  
(PBB)**

**Department/Agency PROFESSIONAL REGULATION COMMISSION**

In determination of the ranking of the different Commission Offices, the following criteria were used as basis of the evaluation:

	<b>Criteria (Factors Considered)</b>	<b>Percentage Allocation</b>
<b>A</b>	<b>Core and Non-Core Indicators</b>	<b>60%</b>
	1. Quantity/Efficiency – Achieved 100% of the performance indicators on Core and Non-Core Functions per OPCR/DPCR. 2. Quality/Effectiveness – Pertains to accuracy – completeness or comprehensiveness of reports submitted by the concerned offices to appropriate offices; percentage of error incurred, e.g. 1% of total transactions; compliance with Commission policies and rules, completeness of required/supporting documents. 3. Timeliness – Compliance with the scheduled timeframe; compliance with PCT/ARTA commitments.	
<b>B</b>	<b>Financial Performance</b>	<b>20%</b>
	1. Fund Utilization – pertains to the utilization rate of allotted and disbursed funds for the priority programs, projects and activities of the Commission 2. Funds Accountability – pertains to the submission of Report of Monthly Collections/Actual Income, Liquidation/settlement of cash advances and submission of Report of Compliance with COA Recommendations	
<b>C</b>	<b>Citizen/Client Satisfaction Rating</b>	<b>20%</b>
	1. Results on Client Feedback Satisfaction for Frontline Services 2. Results on Client Feedback Satisfaction for Support Services	

  
**GLORIA L. ASINAS**

Officer-in-Charge, Human Resource Development Division

Date: \_\_\_\_\_

  
**TEOFILO S. PILANDO, JR.**  
Chairman

Date: \_\_\_\_\_

