



Republic of the Philippines
Professional Regulation Commission
Manila

MEMORANDUM ORDER NO. 2016-06

December 16, 2016

TO : ALL PRC OFFICIALS AND EMPLOYEES

SUBJECT : SYSTEM OF RANKING DELIVERY UNITS RELATIVE TO THE GRANT OF THE PBB FOR FY 2016

Pursuant to Memorandum Circular No. 2016-2 (Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the PBB for FY 2016), hereunder are the identified PRC delivery units:

- **COMMISSION OFFICES** -Commission Proper (Office of the Chairman, Office of the Commissioner I, Office of the Commissioner II), Office of the Assistant Commissioner, Office of the Secretary to the PRBs, Planning and Monitoring Division, Public Information and Media Relations Section, PRB Selection, Internal Audit Services, Information and Communication Technology Division, Medical and Dental Unit)
- **LICENSURE OFFICE** - Office of the Director, Application Division, Examination Division, Rating Division, Educational Statistics Division, Test Development and Research Statistics Office
- **REGULATIONS OFFICE** -Registration Division, Legal and Investigation Division, Standards and Inspection Division, and International Affairs Division
- **OFFICE OF FINANCIAL AND ADMINISTRATIVE SERVICES** - Office of the Director, Human Resource Management Division, Accounting Division, Budget and Management Division, Administrative Division, Supply and Property Division, Records and Management Division, and Cash Division
- **PRC REGIONAL OFFICES**- Tuguegarao, Baguio, Lucena, Legazpi, Tacloban, Iloilo, Cebu, Cagayan De Oro, Davao, Pagadian

The Commission shall adopt Memorandum Circular No. 2016-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016) on the eligibility criteria and ranking of delivery units. Delivery units eligible to the PBB shall be forced-ranked based on the OPCR or DPCR rating and accomplishment on Major Final Output (MFO), according to the following:

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

The offices shall be ranked according to the following classifications taking into consideration the offices' functions: **Frontline and Support**.

The distribution of slots for PBB ranking of the five (5) delivery units shall be as follows:

Delivery Units	Best (10%)	Better (25%)	Good (65%)
SLOTS	4	9	24
20 Frontline Ranking Units (RUs)	2	5	13
(6) Licensure (4) Regulations Office	1	3	6
(10) Regional Offices	1	2	7
17 Support RUs	2	4	11
(9) Commission's Office	1	2	6
(8) Office of Financial and Administrative Services	1	2	5

The PBB to be received by individual employees shall depend on the performance ranking of the Office where they belong and shall be based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000:

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

For your information and guidance.



TEOFILO S. PILANDO, JR.
Chairman

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

				<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>

			Submitted Quarterly Report of Actions Taken on 100% Compliance to COA recommendations every 5 th day following the reference quarter –IAS 4 – Submitted on or before 5 th 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				
		%	Excellent 4	Outstanding 3	Good 2	Acceptable 1	Failed 0
C	COMPLIANCE WITH ANTI-REDTAPE ACT • 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

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