

Annex 8

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)
PRESIDENTIAL BROADCAST STAFF-RTVM**

The guidelines and mechanics in ranking of the delivery units for the grant of FY 2018 PBB is in accordance with Section 8.0 of the Memorandum Circular No. 2018-1 dated May 28, 2018 issued by AO25 Inter-Agency Task Force (IATF).

❖ **RANKING OF DELIVERY UNITS:**

Guided by the identified performance and success indicators crafted to achieve the outcome and output indicators stated on the agency's Presidential Documentation and Broadcast Management Program, the Head of the Agency will forced ranked the four(4) divisions based on the OPCR rating, according to the following:

RANKING	PERFORMANCE CATEGORY	NUMBER OF DELIVERY UNIT
Top 10%	Best Delivery Unit	One(1) division
Next 25%	Better Delivery Unit	One(1) division
Next 65%	Good Delivery Unit	Two(2) divisions

❖ As provided in the AO 25 Inter-Agency Task Force (IATF) Section 8.2 of MC No. 2018-1 dated May 28, 2018, the agency's rating and ranking will be conducted per division level, to wit:

FUNCTIONS	DELIVERY UNITS (DIVISION)
Operations (Technical)	Engineering
Operations (Production)	Media Production
Administrative and Financial Services	Administrative and Finance
Support to Operations	Research and Archives

❖ Identified Raters per Delivery Units (DU)

FUNCTIONS	DELIVERY UNITS (DIVISION)	RATER	RATEE
Management and Supervision	Four(4) divisions	Executive Director	Division Heads
Operations (Technical)	Engineering	Division Head Section Chiefs	Five(5) section chiefs Technical personnel
Operations (Production)	Media Production	Division Head Section Chiefs	Six(6) section chiefs Operations personnel
Administrative and Financial Services	Administrative and Finance	Division Head Section Chiefs	Six(6) section chiefs A & F personnel
Support to Operations	Research and Archives	Division Head	Planning & Media Assets Mgmt. System

❖ **General Procedures:**

1. With reference on the below listed Outcome and Output Indicators , each delivery unit shall prepare its Success Indicator Matrix according to its assigned duties and responsibilities (commitment) considering the three categories : Quality, Efficiency & Timeliness using the rating scale of 1-5.

OUTCOME INDICATORS	OUTPUT INDICATORS
100% of presidential events and activities hooked-up and aired by broadcast networks	Number of presidential events and activities hooked-up and aired by broadcast networks
90% of likes and shares of presidential events and activities through social media	Number of presidential events and activities posted in social media
100% of satisfactory feedback on requested video and audio materials by the broadcast networks and the general public	Number of technical support provided to various agencies, local and foreign organizations and broadcast networks meeting the required broadcast quality standard on the prescribed schedule

- The PMT together with the division heads meet to set the success indicators and standard of rating scale for evaluation of each delivery unit;

DIVISION	INDICATORS
Media Production Division	<ul style="list-style-type: none"> • Planning, coordination and management of presidential coverage requirements • Documentation of presidential events • Production and submission of developmental communication programs • Production of special features, segments, capsules, AVPs and daily news releases • Posting of presidential news stories and articles • Processing of video and dubbing request
Engineering Division	<ul style="list-style-type: none"> • Provision of engineering technical support both for Presidential and non presidential events and programs
Research and Archives Division	<ul style="list-style-type: none"> • Provision of updated reports and relevant information in support to operations and general administration • Archiving and data management of video material • Provision of operation and technical support during events/coverages
Administrative and Finance	<ul style="list-style-type: none"> • Provision of administrative service and support to operations in terms of logistics, personnel management and budget allocation • Proper utilization of funds and strict monitoring of financial status • Timely submission of financial statements/reports

- The PMT reviewed the submitted DPCRs of each division to validate the observed ratings if these conform to the set standard.
- The PBB Focal Person and the Personnel Officer are assigned to inform the division heads of the results of the PBB Ranking and ratings
- All accomplished ratings (OPCR, DPCR, IPCRs) should be forwarded to the Personnel Officer for the preparation of AO25 IATF required reports.

❖ **ELIGIBILITY OF INDIVIDUALS**

RTVM shall maintain and based the eligibility of individuals to its established System of Ranking Delivery Units for CY 2018. In addition, the agency will be guided by Section 7.0 of MC 2018-1 dated May 28, 2018 in identifying the eligible employees.

Employees under the First and Second level positions shall be rated based on the CSC-approved Strategic Performance Management System (SPMS).

❖ **RATES OF THE PBB**

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

❖ **NON ELIGIBLE OF PBB**

- Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB; or those who are responsible for the non-compliance procedure of SALN, shall not be entitled to FY 2018 PBB.

- Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
- Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
- Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the agency fails to comply with any of these requirements.


PBB FOCAL PERSON:

Should you have queries and concerns on the FY 2018 PBB ranking and Rating, please feel free to contact MS. DULCE AMOR D. QUINTANA, Head Research and Archives Division at 735-61-81; 733-37-13 local 6018 & 6019.

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