

Annex 8  
**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS  
 FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

**PRESIDENTIAL BROADCAST STAFF-RTVM**

The guidelines and mechanics in ranking of the delivery units for the grant of FY 2020 PBB is in accordance with Sections 7.0 and 8.0 of the Memorandum Circular No. 2020-1 dated June 2, 2020 issued by the *Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems*:

❖ **RANKING OF DELIVERY UNITS:**

- The Presidential Broadcast Staff-RTVM with its four (4) divisions shall act in accordance with the Good Governance Conditions (GGCs) as stated in Section 4.0 of the abovementioned MC in order to be eligible to the FY 2020 PBB, to wit:
  - ✓ Maintain/Update of RTVM Transparency Seal (TS)
  - ✓ Update the PhilGEPS by posting of all Invitations to Bids and awarded contracts for transactions above Php 1 million from January 1 to December 31, 2020, including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment (Non-CSE) items;
  - ✓ Maintain/Update the RTVM Citizen’s Charter, reflecting the agency’s enhanced service standards for its clients and other government agencies, consistent with the objectives of RA No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Act of 2018.
- Non-compliance with any of the GGCs will render the entire agency ineligible for the PBB.
- The declarations of responsible delivery unit (division) in the completion of its critical service or other key processes shall be the basis for equitable performance 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 have forced ranked the four (4) divisions based on the OPCR rating, according to the following:

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

- Guided by the Master List of Departments/Agencies and Prescribed Delivery Units in Departments/agencies - Annex 1 of the Inter-Agency Task Force (IATF) Section 7.2 of MC No. 2020-1 dated June 2, 2020 specifically No. 24(g), PBS-RTVM rating and ranking will be conducted per division level, to wit:

<b>FUNCTIONS</b>	<b>DELIVERY UNITS (DIVISION)</b>
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)

<b>FUNCTIONS</b>	<b>DELIVERY UNITS (DIVISION)</b>	<b>RATER</b>	<b>RATEE</b>
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	Seven (7) section chiefs A & F personnel
Support to Operations	Research and Archives	Division Head	Planning Section MAMS/Video Library

❖ GENERAL PROCEDURES:

- 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.

<b>OUTCOME INDICATORS</b>	<b>OUTPUT INDICATORS</b>
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
90% 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"> <li>• Planning, coordination and management of presidential coverage requirements</li> <li>• Documentation of presidential events</li> <li>• Production and submission of developmental communication programs</li> <li>• Production of special features, segments, capsules, AVPs and daily news releases</li> <li>• Posting of presidential news stories and articles</li> <li>• Processing of video and dubbing request</li> </ul>
Engineering Division	<ul style="list-style-type: none"> <li>• Provision of engineering technical support both for Presidential and non-presidential events and programs</li> </ul>
Research and Archives Division	<ul style="list-style-type: none"> <li>• Provision of updated reports and relevant information in support to operations and general administration</li> <li>• Archiving and data management of video material</li> <li>• Provision of operation and technical support during events/coverages</li> </ul>
Administrative and Finance	<ul style="list-style-type: none"> <li>• Provision of administrative service and support to operations in terms of logistics, personnel management and budget allocation</li> <li>• Proper utilization of funds and strict monitoring of financial status</li> <li>• Timely submission of financial statements/reports</li> </ul>

- 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.

#### ❖ ELIGIBLE FOR PBB

- The Executive Director whose agency satisfies all the conditions for eligibility set forth by the abovementioned Memorandum Circular.
- Employees under the First and Second level positions should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS).
- Official or employee who rendered a minimum of nine months of service for FY 2020 with at least Satisfactory rating may be eligible to the full grant of the PBB; Those who rendered less than nine (9) months but a minimum of three (3)

months with at least Satisfactory rating shall be eligible for PBB on a pro-rata basis (refer to Section. 6.8)

- Personnel on detail to another agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of PBB shall come from the mother agency;
- Personnel who transferred from government agencies that are participating and non-participating in the implementation of the PBB, refer to Sections 6.5 and 6.6 respectively;

#### ❖ **NON ELIGIBLE OF PBB**

- An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB;
- Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to FY 2020 PBB.
- Officials and employees who failed to liquidate all cash advances received in FY 2020 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 2020 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
- Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2020 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2020 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 2020 PBB if the agency fails to comply with any of these requirements.

#### ❖ **RATES OF THE PBB**

The Head of the eligible agency (Executive Director) is qualified to receive a PBB rate equivalent to 65% of his monthly salary as of December 31, 2020.

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, 2020, 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

**PBB FOCAL PERSON:**

Should you have queries and concerns on the FY 2020 PBB ranking and Rating, please feel free to contact MS. DULCE AMOR D. QUINTANA, Head Research and Archives Division at 8735-61-81.

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