



## MEMORANDUM

For : Secretary General  
From : Chairperson, Performance Management Team  
**SUBJECT : GUIDELINES MECHANICS IN THE RANKING OF THE  
OPERATING GROUPS FOR THE GRANT OF PERFORMANCE-  
BASED BONUS FOR FY 2017**  
Date : October 12, 2017

### BACKGROUND:

1. On 9 March 2017, the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (IATF-AO No. 25) issued Memorandum Circular No. 2017-1 prescribing the Guidelines on the Grant of the Performance-Based Bonus for FY 2018.
2. One of the requirements for the agency to be eligible for PBB 2017 is that System of Ranking of Delivery Units should be posted not later than 1 October 2017.
3. For the past two (2) years and consistent with the prescribed guidelines for PBB 2017, HUDCC had adopted the following guidelines for operating groups be eligible for the said bonus:
  - a. achieve at least 100% of every performance indicator reported in your respective Group Performance Commitment Report (GPCR); and
  - b. In case the group was not able to achieve at least 100% in any of the cited performance indicators, submit a justification letter to the Office of the Secretary General through the Performance Management Team (PMT) for consideration by the management; and
  - c. The eight (8) operating groups shall be ranked as follows:

Ranking	No. of Groups
Top 10%	1
Next 25%	2
Next 65%	5


### RECOMMENDATION

1. Foregoing considered, we recommend the approval of Guidelines /Mechanics in Ranking of the Operating Groups in HUDCC for the Grant of the Performance-Based Bonus for FY 2017 and posting the same in the HUDCC Website under the Transparency

2. For the Secretary General's approval.

  
ASEC. LEIRA S. BUAN

Approved/Disapproved:

  
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ATTY. FALCONI V. MILLAR, CPA  
Secretary General

HUDCC-AFG-002  
3/29/16  
Rev. 1

## **GUIDELINES/MECHANICS IN RANKING-OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

The following guidelines shall be followed in the ranking of various groups for purposes for submitting requirements to DBM for the grant of Performance-Based Bonus for FY 2017:

- a. Consistent with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1 dated 3 March 2017, to be eligible for FY 2017 PBB, the functioning or existing operating groups must:
  - i) achieve at least 100% of every performance indicator reported in your respective Group Performance Commitment Report (GPCR); and
  - ii) in case the group was not able to achieve at least 100% in any of the cited performance indicators, submit a justification letter to the Office of the Secretary General through the Performance Management Team (PMT) for consideration by the management.
- b. All Groups were directed to submit the IPCRs of their staff to the PMT not later than 15 January 2018.
- c. As a result of the 2017 findings made by the IATF, all groups will be ranked against each other with no distinction as Core or Support Groups.
- d. The groups that have met the 100% requirement and whose justifications have been approved by the shall force rank according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Group
Next 25%	Better Group
Next 65%	Good Group

- e. For FY 2017, there are eight (8) operating groups, namely:
  - (1) Admin, Finance and Knowledge Management Group (AFKMG)
  - (2) Asset Reform Group (ARG)
  - (3) Community Development Group
  - (4) Coordination, Monitoring and Evaluation Group (CMEG)
  - (5) Executive Offices
  - (6) Legal, Anti-Squatting and External Affairs Group (LASEAG)
  - (7) Policy Development, Legislation and Special Projects (PDLSG)
  - (8) Regional Operations Group (ROG)

- f. With eight (8) groups, performance category shall be distributed as follows:


Ranking	No. of Groups
Top 10%	1
Next 25%	2
Next 65%	5

- g. In case of tie for the Best Group, their level or percentage of accomplishments vis-à-vis their Core Functions shall be considered to break the tie (e.g. actual accomplishment on the No. of Policies, Issued and Disseminated as against actual accomplishment on the No. of LGUs provided technical advisory on the conduct of Local Shelter Plan (LSP))

Recommended by:

  
**ASEC. LEIRA S. BUAN**  
Chairperson, PMT

Noted by:

  
**ATTY. FALCONI V. MILLAR, CPA**  
Secretary General