


# Office of the Vice President of the Philippines

## **MEMORANDUM**

FOR : All Heads of Offices

FROM : Dir. Paolo E. Salvosa   
Chairperson, Performance Management Team

SUBJECT : Guidelines on the Ranking and Rating of OVP Delivery Units as  
Basis for Granting the Performance-Based Bonus for FY 2017

DATE : September 29, 2017

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### **1.0 BACKGROUND**

Pursuant to Executive Order (E.O) No. 80, s. 2012 and Memorandum Circular (M.C.) No. 2017-01 dated March 9, 2017, OVP must adopt a system of ranking units and employees within the agency according to the OVP Strategic Performance Management System (SPMS) under Office Order No. 2017-22.

The system of ranking must be posted on the OVP website as one of the Good Governance Conditions required by the Inter-Agency Task Force (IATF) under Administrative Order (AO) No. 25, s. 2011

### **2.0 GUIDELINES**

#### **2.1 Delivery Units**

As determined by the Department of Budget and Management based on the approved Organizational Structure and Staffing Pattern, OVP consists of the following delivery units:

1. OVP Proper
2. Office of the Chief of Staff  
*\*Includes the Office of the Assistant Chief of Staff*
3. Technical Services Office
4. Administrative and Financial Services Office

#### **2.2 Ranking of Delivery Units**

The rating of each Office is the percentage of the total accomplishments over the total targets set by each delivering office/division/unit.

The targets of each Office and Division are aligned with the OVP submitted and published targets in the FY 2017 General Appropriation Act (GAA) as well as agency priorities.

The ranking of Delivery Units under the OVP SPMS shall be the **sole** basis of forced ranking according to the following categories:

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

### 2.3 Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of their Office with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2017, based on the table below:

<b>Performance Category</b>	<b>Percent of Monthly Basic Salary</b>
Best Office	65%
Better Office	57.5%
Good Office	50%

**For Information and Guidance.**