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MEMORANDUM CIRCULAR  
No. 2016- 12

DEC 29 2016

**SUBJECT: SUPPLEMENTAL GUIDELINES ON RANKING OF  
DELIVERY UNITS AS BASIS FOR THE GRANT OF THE  
PERFORMANCE-BASED BONUS (PBB) FOR FY 2016**

## **1.0 BACKGROUND**

- 1.1 Executive Order No. 201 s. 2016 provides that the existing PBB granted to qualified government personnel shall be enhanced to strengthen its result orientation. The Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order No. 25 (s. 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize differences in levels of performance.
- 1.2 Pursuant to the above, Memorandum Circular No. 2016-1 dated 12 May 2016 was issued by the Task Force prescribing the Guidelines on the Grant of the FY 2016 PBB. The Task Force further issued Memorandum Circular No. 2016-2 dated 12 October 2016 containing the Guidelines on the Identification and Determination of Delivery Units (DUs).
- 1.3 In accordance with Memorandum Circular No. 2016-2, the Line Bureaus and Attached Agencies shall be treated as agencies separate from the DENR and shall have a separate ranking of their DUs. As separate agencies, they shall develop the ranking indicators to be used in performance assessment of their respective DUs.
- 1.4 DENR Memorandum Circular No. 2016-10 dated 27 October 2016 was issued containing the Guidelines on Ranking Delivery Units as Basis for Granting the Performance-Based Bonus (PBB) for FY 2016. It is stipulated in the Guidelines that the Line Bureaus and Attached Agencies are required to develop the ranking indicators of their respective delivery units and submit to the Performance Management Group (PMG) for approval.

## 2.0 PURPOSE

This Memorandum Circular is issued identifying the ranking indicators of the delivery units of the Line Bureaus (EMB and MGB) and Attached Agencies (NWRB, NAMRIA, PCSDS).

## 3.0 RANKING OF DELIVERY UNITS

3.1 The Delivery Units eligible to the PBB shall be force ranked according to the following:

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


3.2 As stipulated in DENR Memorandum Circular No. 2016-10 dated 27 October 2016 (Guidelines on Ranking DUs as Basis for Granting the PBB for FY 2016), the accomplishments on the Ranking Indicators shall cover forty percent (40%) of the total performance rating of the DUs.

3.3 Annex A to E shows the approved Ranking Indicators of the delivery units, including the corresponding Point System and Means of Verification (MOVs), within the Line Bureaus and Attached Agencies.

## 4.0 EFFECTIVITY

This Circular shall take effect immediately.

By Authority of the Secretary:

  
**MARLO D. MENDOZA**  
Undersecretary for Policy and Planning  
and Chair, Performance Management Group



**RANKING INDICATORS FOR PERFORMANCE-BASED BONUS (PBB)  
FY 2016**

**ENVIRONMENTAL MANAGEMENT BUREAU (EMB)**

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Percentage	Points	
Office of the Director	1. No. of permits and clearances issued vis-à-vis targets by the Central Office by end of December 2016	110% & above	12	– Listings submitted to Central Office PPPDD – Verification with MIS
		101% to 109%	11	
		100%	10	
		99%	9	
		98%	8	
		97%	7	
		96%	6	
		95%	5	
		94%	4	
		93%	3	
		92%	2	
		91% and below	1	
		2. No. of draft policy/guideline endorsed vis-a-vis targets to DENR Policy and Planning by end of December 2016	110% & above	
	101% to 109%		11	
	100%		10	
	99%		9	
	98%		8	
	97%		7	
	96%		6	
	95%		5	
	94%		4	
	93%		3	
	92%		2	
	91% and below		1	
	3. No. of EMB policies/guidelines issued vis-à-vis targets by end of December 2016		110% & above	12
		101% to 109%	11	
		100%	10	
		99%	9	
		98%	8	
		97%	7	
		96%	6	

		95%	5	
		94%	4	
		93%	3	
		92%	2	
		91% and below	1	
	4. Budget utilization rate by end of 2016 (Allotment vs. Obligations)	<b>Utilization Rate</b>	<b>Points</b>	– Copy of report on budget utilization prepared by the Budget Section
		100%	12	
		95% - 99%	11	
		90% - 94%	10	
		80% - 89%	9	
		75% - 79%	8	
		70% - 74%	7	
		65% - 69%	6	
		60% - 64%	5	
		55% - 59%	4	
		50% - 54%	3	
		45% - 49%	2	
		Less than 44%	1	
All Central Office Divisions	1. Quarterly Physical Accomplishment Reports based on approved WFP submitted to PPPDD on the 5 <sup>th</sup> day of the following month	<b>Submission</b>	<b>Points</b>	– Copy of Reports submitted to Central Office PPPDD (email-screenshot or receiving copy)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
	No Submission	0		
		2. DPCR based on approved OPCR submitted to Personnel on July 15, 2016	<b>Submission</b>	<b>Points</b>
	Submitted 3 days ahead		12	
	2 days ahead		11	
	Submitted on time		10	
	Submitted 1 day late		9	
		2 days late	8	

		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
	3. Budget utilization rate by end of 2016 (Allotment vs Obligations)	<b>Utilization Rate</b>	<b>Points</b>	– Copy of report on budget utilization prepared by the Budget Section
		100%	12	
		95% - 99%	11	
		90% - 94%	10	
		80% - 89%	9	
		75% - 79%	8	
		70% - 74%	7	
		65% - 69%	6	
		60% - 64%	5	
		55% - 59%	4	
		50% - 54%	3	
		45% - 49%	2	
		Less than 44%	1	
	4. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team on July 1, 2016	<b>Submission</b>	<b>Points</b>	– Copy of Report on SECSIME submitted to the DENR Citizen's Charter Team thru email (screenshot)
		Submitted	12	
		3 days ahead		
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
	No Submission	0		
	5. EMB Division's Annual Narrative Accomplishment Reports based on prescribed format	<b>Completeness</b>	<b>Points</b>	– Copy of Report submitted to the Office of the Director (email-screenshot or
		Complete	12	
		1st Revision based on completeness	6	

	submitted to OD by end of December 2016	2nd Revision based on completeness	4	receiving copy)
		3rd Revision based on completeness	2	
		4th Revision and above based on completeness	1	
		<b>Submission</b>	<b>Points</b>	
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
AFMD	75% of the total personnel with Quarterly Leave Credits updated for 2016	<b>Percentage</b>	<b>Points</b>	– Copy of Reports submitted to the Office of the Director (email-screenshot or receiving copy)
		88% - 100%	12	
		76% - 87%	11	
		75%	10	
		74%	9	
		73%	8	
		72%	7	
		71%	6	
		70%	5	
		69%	4	
		68%	3	
		67%	2	
		66% and below	1	
PPPDD	EMB Quarterly Accomplishment Reports submitted to DENR Planning, every 5 <sup>th</sup> day of the following	<b>Submission</b>	<b>Points</b>	– Copy of reports submitted to DENR Planning thru email (screenshot)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted	10	

	month after the quarter	on time		
		Submitted	9	
		1 day late		
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
EEID	List of Special Events conducted with summary narrative report submitted to the Office of the Director by end of December 2016	<b>Submission</b>	<b>Points</b>	– Copy of report submitted to the Office of the Director (email-screenshot or receiving copy)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
EQD	60% of permits and clearances issued earlier than the prescribed timeframe by end of December 2016	<b>Percentage</b>	<b>Points</b>	– Listings submitted to Central Office PPPDD – Verification with MIS
		131% and above	12	
		101% - 129%	11	
		100%	10	
		99%	9	
		98%	8	
		97%	7	
		96%	6	
		95%	5	
		94%	4	
		93%	3	
		92%	2	
		91% and below	1	

CCD	Ecosystem Based Adaptation (EBA) training conducted with report submitted to the Office of the Director within 15 days after the training	<b>Submission</b>	<b>Points</b>	– Copy of report submitted to the Office of the Director (email-screenshot or receiving copy)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
No Submission	0			
ERLSD	100% submission of Laboratories assessed with reports submitted by end of December 2016	<b>Submission</b>	<b>Points</b>	– Copy of reports received by the Office of the Director (email-screenshot or receiving copy)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
No Submission	0			
SWMD	60% of Ten Year SWM Plans received were evaluated and endorsed for approval by end of December 2016	<b>Percentage</b>	<b>Points</b>	– Listings of SWM Plans submitted to PPPDD – Copy of Reports submitted to the Solid Waste Management Commission (receiving copy)
		131% and above	12	
		101% - 129%	11	
		100%	10	
		99%	9	
		98%	8	
		97%	7	
		96%	6	
95%	5			



		94%	4	
		93%	3	
		92%	2	
		91% and below	1	
LD	Legal opinions rendered within 15 days upon receipt of document	<b>Submission</b>	<b>Points</b>	– Copy of reports on legal opinions submitted to the Office of the Director (e-mail screenshot, receiving copy)
		Submitted 3 days ahead	12	
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
EIAMD	60% of ECC applications received were endorsed to the Office of the Director within the prescribed timeframe by end of December 2016	<b>Percentage</b>	<b>Points</b>	– Listings submitted to Central Office PPPDD – Verification with MIS
		131% and above	12	
		101% - 129%	11	
		100%	10	
		99%	9	
		98%	8	
		97%	7	
		96%	6	
		95%	5	
		94%	4	
		93%	3	
		92%	2	
		91% and below	1	
		REGIONAL OFFICES	1. Budget Utilization rate by end of December 2016	
100%	12			
95% - 99%	11			
90% - 94%	10			
80% - 89%	9			
75% - 79%	8			
70% - 74%	7			
65% - 69%	6			
60% - 64%	5			
55% - 59%	4			

		50% - 54%	3	
		45% - 49%	2	
		Less than 44%	1	
2. Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 "Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)" submitted to COA and DBM	<b>Submission</b>	<b>Points</b>		<ul style="list-style-type: none"> <li>- Copy of BFARs received by COA</li> <li>- Copy of BFARs received by DBM</li> <li>- Copy of BFARs verified by Central Office Accounting or Budget</li> </ul>
	Submitted 3 days ahead	12		
	2 days ahead	11		
	Submitted on time	10		
	Submitted 1 day late	9		
	2 days late	8		
	3 days late	7		
	4 days late	6		
	5 days late	5		
	6 days late	4		
	7 days late	3		
	8 days late	2		
	Submitted 9 days late and beyond	1		
	No Submission	0		
3. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team on July 1, 2016.	<b>Submission</b>	<b>Points</b>		<ul style="list-style-type: none"> <li>- Copy of Report on SECSIME submitted to DENR Citizen's Charter Team (email-screenshot, receiving copy)</li> <li>- Verification with the DENR Citizen's Charter Team</li> </ul>
	Submitted 3 days ahead	12		
	2 days ahead	11		
	Submitted on time	10		
	Submitted 1 day late	9		
	2 days late	8		
	3 days late	7		
	4 days late	6		
	5 days late	5		
	6 days late	4		
	7 days late	3		
	8 days late	2		
	Submitted 9 days late and beyond	1		
	No Submission	0		
4. OPCR based on approved SPMS guidelines submitted to PPPDD on deadline set	<b>Submission</b>	<b>Points</b>		<ul style="list-style-type: none"> <li>- Copy of OPCR submitted to Central Office PPPDD (email-screenshot, receiving copy)</li> </ul>
	Submitted 3 days ahead	12		
	2 days ahead	11		
	Submitted on time	10		

		Submitted	9	
		1 day late		
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
		Submitted 9 days late and beyond	1	
		No Submission	0	
	5. 70% of property, plant and equipment data for the last 5 years (2011-2015) reconciled based on audit findings submitted to COA by end of November 2016	<b>Percentage</b>	<b>Points</b>	– Copy of Report on PPE submitted to COA (receiving copy)
		71% – 100%	12	
		70%	11	
		61% - 69%	10	
		56% - 60%	9	
		51% - 55%	8	
		46% - 50%	7	
		41% - 45%	6	
		36% - 40%	5	
		31% - 35%	4	
		26% - 30%	3	
		21% - 25%	2	
		1% - 20%	1	
		No PPE data reconciled	0	
		<b>Submission</b>	<b>Points</b>	
		Submitted	12	
		3 days ahead		
		2 days ahead	11	
		Submitted on time	10	
		Submitted 1 day late	9	
		2 days late	8	
		3 days late	7	
		4 days late	6	
		5 days late	5	
		6 days late	4	
		7 days late	3	
		8 days late	2	
	Submitted 9 days late and beyond	1		
	No Submission	0		


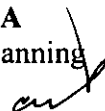
6. 2016 Annual Procurement Plan based on DBM Circular Letter 2013-14 dated November 29, 2013 submitted to Procurement Service-DBM (GPPB) on June 13, 2016	<b>Submission</b>	<b>Points</b>	– Copy of APP emailed to Procurement – Service-DBM (GPPB) (Screenshot) – Verification with the GPPB or PBB Taskforce
	Submitted 3 days ahead	12	
	2 days ahead	11	
	Submitted on time	10	
	Submitted 1 day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	Submitted 9 days late and beyond	1	
	No Submission	0	
7. 60% of permits and clearances applications issued earlier than the prescribed timeframe by end of December 2016	<b>Percentage</b>	<b>Points</b>	– Listings submitted to Central Office PPPDD
	131% and above	12	
	101% - 129%	11	
	100%	10	
	99%	9	
	98%	8	
	97%	7	
	96%	6	
	95%	5	
	94%	4	
	93%	3	
	92%	2	
	91% and below	1	
8. No. of sites/facilities monitored and/or inspected with reports submitted by end of December 2016	<b>Percentage</b>	<b>Points</b>	– Listings submitted to Central Office PPPDD
	110% and above	12	
	101% to 109%	11	
	100%	10	
	99%	9	
	98%	8	
	97%	7	
	96%	6	
	95%	5	
	94%	4	
	93%	3	
	92%	2	
	91% and below	1	

9. Monthly Physical Accomplishments Reports based on approved WFP submitted to PPPDD every end of the month	<b>Submission</b>	<b>Points</b>	- Copy of Reports submitted to Central Office PPPDD (email- screenshot, receiving copy)
	Submitted 3 days ahead	12	
	2 days ahead	11	
	Submitted on time	10	
	Submitted 1 day late	9	
	2 days late	8	
	3 days late	7	
	4 days late	6	
	5 days late	5	
	6 days late	4	
	7 days late	3	
	8 days late	2	
	Submitted 9 days late and beyond	1	
	No Submission	0	

Recommended by:

Approved by:

  
**JACQUELINE A. CAANCAN**  
 OIC, Assistant Director

  
**MARLO B. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG 

**ANNEX B**

**MINES AND GEOSCIENCES BUREAU (MGB)**

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS			MOVs	
		Utilization Rate	Point System			
Office of the Director and All Divisions	1. Budget Utilization Rate (BUR1) - Obligation Rate: Ratio of Amount Obligated Budget versus Allotment	<b>Utilization Rate</b>	<b>Point System</b>		- Report (hard or e-copy) of utilization rate by the Finance Management Division	
		101% and above	12			
		100%	11			
		99%	10			
		98%	9			
		97%	8			
		96%	7			
		95%	6			
		94%	5			
		93%	4			
		92%	3			
	91%	2				
	90%	1				
	2. Budget Utilization Rate (BUR2) - Disbursement Rate: Ratio of Amount Disbursed versus Obligated Amount	<b>Utilization Rate</b>	<b>Point System</b>		- Report (hard or e-copy) of utilization rate by the Finance Management Division	
		101% and above	12			
		100%	11			
		99%	10			
		98%	9			
		97%	8			
		96%	7			
		95%	6			
		94%	5			
		93%	4			
		92%	3			
	91%	2				
	90%	1				
	3. 2017 PPMP Submitted to PPIAD within the Prescribed Deadline	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>		- Submitted PPMP (hard or e-copy) to the Planning, Policy and International Affairs Division; - Filled-up Document Action and Tracking System (DATS); - Reckoning date for ranking is the date of receipt by the PPIAD
		6 days or more before deadline	101%	12		
		5 days before	100%	11		
		4 days before	99%	10		
		3 days before	98%	9		
		2 days before	97%	8		
		1 day before	96%	7		
on deadline		95%	6			
1 day after deadline		94%	5			
2 days after		93%	4			
3 days after		92%	3			
4 days after	91%	2				
5 days after	90%	1				

4. 2017 WFP Submitted within the Prescribed Deadline	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	<ul style="list-style-type: none"> <li>- Submitted WFP (hard or e-copy) to the Planning and International Affairs Division;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt by the PPIAD</li> </ul>
	6 days or more before deadline	101%	12	
	5 days before	100%	11	
	4 days before	99%	10	
	3 days before	98%	9	
	2 days before	97%	8	
	1 day before	96%	7	
	on deadline	95%	6	
	1 day after deadline	94%	5	
	2 days after	93%	4	
	3 days after	92%	3	
	4 days after	91%	2	
	5 days after	90%	1	
5. OPCR/DPCR Submitted to PPIAD within the Deadline	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	<ul style="list-style-type: none"> <li>- Submitted DPCR (hard copy) to the Planning, Policy and International Affairs Division;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt by the PPIAD;</li> </ul>
	6 days or more before deadline	101%	12	
	5 days before	100%	11	
	4 days before	99%	10	
	3 days before	98%	9	
	2 days before	97%	8	
	1 day before	96%	7	
	on deadline	95%	6	
	1 day after deadline	94%	5	
	2 days after	93%	4	
	3 days after	92%	3	
	4 days after	91%	2	
	5 days after	90%	1	
6. Percentage of IPCR submitted within the Deadline	<b>Percentage Submission within the Deadline</b>		<b>Point System</b>	<ul style="list-style-type: none"> <li>- Submitted IPCR (hard copy) to the Administrative Division;</li> <li>- Filled-up DATS;</li> <li>- Ranking is the percentage of submission by the divisions on the deadline;</li> </ul>
	101% and above		12	
	100%		11	
	99%		10	
	98%		9	
	97%		8	
	96%		7	
	95%		6	
	94%		5	
	93%		4	
	92%		3	
91%		2		
90%		1		

	7. Monthly Accomplishment Reports submitted to the PPIAD on the 1st day of the following month	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>6 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>5 days before</td><td>100%</td><td>11</td></tr> <tr><td>4 days before</td><td>99%</td><td>10</td></tr> <tr><td>3 days before</td><td>98%</td><td>9</td></tr> <tr><td>2 days before</td><td>97%</td><td>8</td></tr> <tr><td>1 day before</td><td>96%</td><td>7</td></tr> <tr><td>on deadline</td><td>95%</td><td>6</td></tr> <tr><td>1 day after deadline</td><td>94%</td><td>5</td></tr> <tr><td>2 days after</td><td>93%</td><td>4</td></tr> <tr><td>3 days after</td><td>92%</td><td>3</td></tr> <tr><td>4 days after</td><td>91%</td><td>2</td></tr> <tr><td>5 days after</td><td>90%</td><td>1</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	6 days or more before deadline	101%	12	5 days before	100%	11	4 days before	99%	10	3 days before	98%	9	2 days before	97%	8	1 day before	96%	7	on deadline	95%	6	1 day after deadline	94%	5	2 days after	93%	4	3 days after	92%	3	4 days after	91%	2	5 days after	90%	1	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>6 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>5 days before</td><td>100%</td><td>11</td></tr> <tr><td>4 days before</td><td>99%</td><td>10</td></tr> <tr><td>3 days before</td><td>98%</td><td>9</td></tr> <tr><td>2 days before</td><td>97%</td><td>8</td></tr> <tr><td>1 day before</td><td>96%</td><td>7</td></tr> <tr><td>on deadline</td><td>95%</td><td>6</td></tr> <tr><td>1 day after deadline</td><td>94%</td><td>5</td></tr> <tr><td>2 days after</td><td>93%</td><td>4</td></tr> <tr><td>3 days after</td><td>92%</td><td>3</td></tr> <tr><td>4 days after</td><td>91%</td><td>2</td></tr> <tr><td>5 days after</td><td>90%</td><td>1</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	6 days or more before deadline	101%	12	5 days before	100%	11	4 days before	99%	10	3 days before	98%	9	2 days before	97%	8	1 day before	96%	7	on deadline	95%	6	1 day after deadline	94%	5	2 days after	93%	4	3 days after	92%	3	4 days after	91%	2	5 days after	90%	1	<ul style="list-style-type: none"> <li>- Submitted Monthly Accomplishment Report (hard copy) to the PPIAD;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt by the PPIAD;</li> </ul>
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Planning, Policy and International Affairs Division	8. Consolidated Monthly Accomplishment Report submitted to DENR on the 5th Day of the following month	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>6 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>5 days before deadline</td><td>100%</td><td>11</td></tr> <tr><td>4 days before deadline</td><td>99%</td><td>10</td></tr> <tr><td>3 days before deadline</td><td>98%</td><td>9</td></tr> <tr><td>2 days before deadline</td><td>97%</td><td>8</td></tr> <tr><td>1 day before deadline</td><td>96%</td><td>7</td></tr> <tr><td>on deadline</td><td>95%</td><td>6</td></tr> <tr><td>1 day after deadline</td><td>94%</td><td>5</td></tr> <tr><td>2 days after deadline</td><td>93%</td><td>4</td></tr> <tr><td>3 days after deadline</td><td>92%</td><td>3</td></tr> <tr><td>4 days after deadline</td><td>91%</td><td>2</td></tr> <tr><td>5 days after deadline</td><td>90%</td><td>1</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	6 days or more before deadline	101%	12	5 days before deadline	100%	11	4 days before deadline	99%	10	3 days before deadline	98%	9	2 days before deadline	97%	8	1 day before deadline	96%	7	on deadline	95%	6	1 day after deadline	94%	5	2 days after deadline	93%	4	3 days after deadline	92%	3	4 days after deadline	91%	2	5 days after deadline	90%	1	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>6 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>5 days before deadline</td><td>100%</td><td>11</td></tr> <tr><td>4 days before deadline</td><td>99%</td><td>10</td></tr> <tr><td>3 days before deadline</td><td>98%</td><td>9</td></tr> <tr><td>2 days before deadline</td><td>97%</td><td>8</td></tr> <tr><td>1 day before deadline</td><td>96%</td><td>7</td></tr> <tr><td>on deadline</td><td>95%</td><td>6</td></tr> <tr><td>1 day after deadline</td><td>94%</td><td>5</td></tr> <tr><td>2 days after deadline</td><td>93%</td><td>4</td></tr> <tr><td>3 days after deadline</td><td>92%</td><td>3</td></tr> <tr><td>4 days after deadline</td><td>91%</td><td>2</td></tr> <tr><td>5 days after deadline</td><td>90%</td><td>1</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	6 days or more before deadline	101%	12	5 days before deadline	100%	11	4 days before deadline	99%	10	3 days before deadline	98%	9	2 days before deadline	97%	8	1 day before deadline	96%	7	on deadline	95%	6	1 day after deadline	94%	5	2 days after deadline	93%	4	3 days after deadline	92%	3	4 days after deadline	91%	2	5 days after deadline	90%	1	<ul style="list-style-type: none"> <li>- Submitted Monthly Accomplishment Report (hard or e-copy) to the DENR;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt of the final draft report by the Office of Director;</li> </ul>
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Mineral Economics Information and Publication Division	9. Quarterly Metallic Mineral Production Report submitted to the Office of the Director 60 days after the quarter	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>21 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>20 days before</td><td>100%</td><td>11</td></tr> <tr><td>18 days before</td><td>99%</td><td>10</td></tr> <tr><td>16 days before</td><td>98%</td><td>9</td></tr> <tr><td>14 days before</td><td>97%</td><td>8</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	21 days or more before deadline	101%	12	20 days before	100%	11	18 days before	99%	10	16 days before	98%	9	14 days before	97%	8	<table border="1"> <thead> <tr> <th>Submission Date</th> <th>Percentage</th> <th>Point System</th> </tr> </thead> <tbody> <tr><td>21 days or more before deadline</td><td>101%</td><td>12</td></tr> <tr><td>20 days before</td><td>100%</td><td>11</td></tr> <tr><td>18 days before</td><td>99%</td><td>10</td></tr> <tr><td>16 days before</td><td>98%</td><td>9</td></tr> <tr><td>14 days before</td><td>97%</td><td>8</td></tr> </tbody> </table>	Submission Date	Percentage	Point System	21 days or more before deadline	101%	12	20 days before	100%	11	18 days before	99%	10	16 days before	98%	9	14 days before	97%	8	<ul style="list-style-type: none"> <li>- Submitted Quarterly Metallic Mineral Production Report received by the Office of the Director;</li> <li>- Filled-up DATS;</li> </ul>																																										
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		12 days before	96%	7	- Reckoning date for ranking is the date of receipt by the OD;
		10 days before	95%	6	
		8 days before	94%	5	
		6 days before	93%	4	
		4 days before	92%	3	
		2 days before	91%	2	
		on deadline	90%	1	
Legal Service Division	10. Contracts reviewed within 15 days from receipt of document	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	- Copy of the reviewed contract; - Filled-up DATS; - Reckoning date for ranking is the date of receipt of the review by the division concerned;
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
		5 days after	90%	1	
Metallurgical Technology Division	11. Research Study Conducted with 1 <sup>st</sup> Semester Progress Reports Submitted to OD on the end of the semester, and the Annual Report submitted to OD by EO of December	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	- Copy of the 1 <sup>st</sup> Semester Progress Report and Annual Report - Filled-up DATS; - Reckoning date for ranking is the date of receipt of the review by the OD;
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after deadline	92%	3	
		4 days after deadline	91%	2	
		5 days after deadline	90%	1	
Lands Geological Survey Division	12. Groundwater Resources Assessment with Reports Submitted to the OD (complete with 1:250,00 maps) pursuant to the WFP	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	- Copy of the Report received by the OD; - Filled-up DATS; - Reckoning date for ranking is the date of receipt of
		6 days or more before deadline	101%	12	
		5 days before deadline	100%	11	
		4 days before	99%	10	

		deadline			Report by the OD;
		3 days before deadline	98%	9	
		2 days before deadline	97%	8	
		1 day before deadline	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after deadline	93%	4	
		3 days after deadline	92%	3	
		4 days after deadline	91%	2	
		5 days after deadline	90%	1	
Mining Tenements Management Division	13. Number of Mining Rights Audited as to Work Program with Travel Reports Submitted by EO December 2016	<b>Percentage Submission by EO December 2016</b>	<b>Point System</b>		<ul style="list-style-type: none"> <li>- Copy of Submitted Reports (hard copy) to the Office of the Director;</li> <li>- Filled-up DATS;</li> <li>- Ranking is the percentage of submission on the deadline;</li> </ul>
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
91%	2				
90%	1				
Mine Safety Environment and Social Development Division	14. Number of Mining Rights Audited as to SHES Program with Reports Submitted by EO December 2016	<b>Percentage Submission by EO December 2016</b>	<b>Point System</b>		<ul style="list-style-type: none"> <li>- Copy of Submitted Reports (hard copy) to the Office of the Director;</li> <li>- Filled-up DATS;</li> <li>- Ranking is the percentage of submission on the deadline;</li> </ul>
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
91%	2				
90%	1				

Mining Technology Division	15. Minahang Bayan Proposal Endorsed by MGBROs that were Evaluated with corresponding Report of Evaluation submitted to OD by EO December 2016	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	<ul style="list-style-type: none"> <li>- Evaluation Report received by the OD;</li> <li>- Filled-up DATS;</li> <li>- Includes only endorsed MB proposal received by MTD NLT 15 December 2016;</li> <li>- Reckoning date for ranking is the date of receipt of Report by the OD;</li> </ul>
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
5 days after	90%	1			
Marine Geological Survey Division:	16. Coastal Geohazard Report of LGUs Assessed Submitted on 31 December 2016	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	<ul style="list-style-type: none"> <li>- Copy of the Coastal geohazard Report received by the OD;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt of Coastal Geohazard Report by the OD;</li> </ul>
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
5 days after	90%	1			
Administrative Division	17. Needs Assessment Report and 5 Year (2017-2021) HR Plan submitted by EO December 2016	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	<ul style="list-style-type: none"> <li>- Copy of the Needs Assessment Report and HR Plan received by the OD;</li> <li>- Filled-up DATS;</li> <li>- Reckoning date for ranking is the date of receipt of both documents by the OD;</li> </ul>
		21 days or more before deadline	101%	12	
		20 days before	100%	11	
		18 days before	99%	10	
		16 days before	98%	9	
		14 days before	97%	8	
		12 days before	96%	7	
		10 days before	95%	6	
		8 days before	94%	5	
		6 days before	93%	4	
		4 days before	92%	3	
		2 days before	91%	2	
on deadline	90%	1			
Finance Management	18. FAR 1B Submitted to DENR	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	- Copy of the submitted BFARs;

Division		21 days or more before deadline	101%	12	- Filled-up DATS; - Reckoning date for ranking is the date of receipt of the documents by the DENR;
		20 days before	100%	11	
		18 days before	99%	10	
		16 days before	98%	9	
		14 days before	97%	8	
		12 days before	96%	7	
		10 days before	95%	6	
		8 days before	94%	5	
		6 days before	93%	4	
		4 days before	92%	3	
		2 days before	91%	2	
	on deadline	90%	1		
Office of the Director/Assistant Director:	19. Policy Clarifications Issued within 15 days from receipt of document	<b>Submission Date</b>	<b>Percentage</b>	<b>Point System</b>	- Copy of the Policy Clarification with endorsement; - Filled-up DATS; - Reckoning date for ranking is the date of receipt of draft policy clarification by the OD;
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
		5 days after	90%	1	
Regional Offices	20. Permitting: Number of mining permits/contracts issued and agreements endorsed for approval	<b>Accomplishment over Target</b>	<b>Point System</b>		- Copy of Mining Permits/Contracts Issued and Agreements endorsed for approval;
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
		91%	2		
		90%	1		
	21. Monitoring: Number of sites and facilities monitored and/or inspected with reports issued	<b>Accomplishment over Target</b>	<b>Point System</b>		- Copy of Monitoring Reports endorsed to Regional Director;
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		

		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
		91%	2		
		90%	1		
	22. Enforcement: Number of violations or complaints acted upon with reports issued	<b>Accomplishment over Target</b>	<b>Point System</b>	- Copy of Monitoring Reports endorsed to Regional Director;	
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
		91%	2		
		90%	1		
	23. Budget Utilization Rate (BUR 1) - Obligation Rate: Ratio of Amount Obligated Budget versus Allotment (BUR1 & BUR 2)	<b>Utilization Rate</b>	<b>Point System</b>	- Report (hard or e-copy) of utilization rate by the Finance Management Division	
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
		91%	2		
		90%	1		
	24. Budget Utilization Rate (BUR 2) - Disbursement Rate: Ratio of Amount Disbursed versus Obligated Amount	<b>Utilization Rate</b>	<b>Point System</b>	- Report (hard or e-copy) of utilization rate by the Finance Management Division	
		101% and above	12		
		100%	11		
		99%	10		
		98%	9		
		97%	8		
		96%	7		
		95%	6		
		94%	5		
		93%	4		
		92%	3		
		91%	2		
		90%	1		
	25. Budget and Financial	<b>Submission Date</b>	<b>Percent</b>	<b>Point</b>	- Submitted BFAR to

	Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)" submitted to COA and DBM		<b>age</b>	<b>System</b>	COA and DBM;
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
		5 days after	90%	1	
	26. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team on July 1, 2016	<b>Submission Date</b>	<b>Percent age</b>	<b>Point System</b>	- Submitted SECSIME to DENR HRDS - Reckoning date for ranking is the date of receipt by the DENR HRDIS;
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
		5 days after	90%	1	
	27. OPCR's submitted based on approved SPMS guidelines submitted to OSEC (USEC for Policy, Planning and Foreign-Assisted Programs) on September 30, 2016	<b>Submission Date</b>	<b>Percent age</b>	<b>Point System</b>	- Submitted OPCR to OSEC; - Reckoning date for ranking is the date of receipt by MGB CO
		6 days or more before deadline	101%	12	
		5 days before	100%	11	
		4 days before	99%	10	
		3 days before	98%	9	
		2 days before	97%	8	
		1 day before	96%	7	
		on deadline	95%	6	
		1 day after deadline	94%	5	
		2 days after	93%	4	
		3 days after	92%	3	
		4 days after	91%	2	
		5 days after	90%	1	
	28. Percentage of property, plant and equipment data	<b>Percentage Reconciliation</b>	<b>Percent age</b>	<b>Point System</b>	- Certificate of Reconciliation

	for the last 5 years (2011-2015) reconciled based on audit findings submitted to COA by end of November 2016	<b>(QUALITY)</b>			with notation of the COA duly received by MGB CO
		71%-100% reconciled	101%	12	
		70% reconciled	100%	11	
		61%-69% reconciled	99%	10	
		56%-60% reconciled	98%	9	
		51%-55% reconciled	97%	8	
		46%-50% reconciled	96%	7	
		41%-45% reconciled	95%	6	
		36%-40% reconciled	94%	5	
		31%-35% reconciled	93%	4	
		26%-30% reconciled	92%	3	
		21%-25% reconciled	91%	2	
		1%-20% reconciled	90%	1	
		<b>Submission Date (TIMELINESS)</b>	<b>Percent age</b>	<b>Point System</b>	
	6 days or more before deadline	101%	12		
	5 days before deadline	100%	11		
	4 days before deadline	99%	10		
	3 days before deadline	98%	9		
	2 days before deadline	97%	8		
	1 day before deadline	96%	7		
	on deadline	95%	6		
	1 day after deadline	94%	5		
	2 days after deadline	93%	4		
	3 days after deadline	92%	3		
	4 days after deadline	91%	2		
	5 days after	90%	1		



		deadline		
29. Number of VRAs conducted with Report Submitted by EO December 2016		<b>Accomplishment over Target</b>	<b>Point System</b>	
		101% and above	12	
		100%	11	
		99%	10	
		98%	9	
		97%	8	
		96%	7	
		95%	6	
		94%	5	
		93%	4	
		92%	3	
		91%	2	
		90%	1	

- Copy of VRA Reports endorsed to Regional Director;

Recommended by:

Approved by:

  
**ATTY. DANILO U. UYKIENG**  
 OIC, Director 

  
**MARLO D. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG 



## ANNEX C

### PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF (PCSDS)

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
OED, EMED, DMD North, DMD South, DMD Calamian, EZMED (6 DUs)	1. Number of permits and clearances issued	Quantity = $\frac{\text{accomplishment}}{\text{target}} \times 100$  This formula will also be applied in all Quantity measures below.	- 100 permits and clearances issued by end of December 2016
All Delivery Units	2. Number of sustainable development forums, conferences, and workshops conducted	Same as item no. 1.	- 6 forums and conferences organized, conducted and facilitated by 2016 the end of December
	3. Number of division Work and Financial Plans based on Planning Guidelines submitted to EPRPD	$DUScore = 100\% - \left( \frac{AD - PD}{AD - DR} \right) \times 100\%$  AD = Actual date of submission of the required document PD = Prescribed deadline based on the internal memo/circular DR = Date of reckoning = date of issuance of internal memo/circular prescribing the deadline of submission of the required document  This formula will also be applied to Ranking Indicators Nos. 4, 7, 8, 9, and 12.	- 1 FY 2017 division Work and Financial Plans based on Planning Guidelines submitted to EPRPD on the prescribed deadline
	4. Percentage submission of division monthly accomplishment reports based on targets compliant to prescribed format submitted to EPRPD	Same as item no. 3.	- 100% Accomplishment Reports based on targets compliant to prescribed format submitted to EPRPD  - 12 monthly accomplishment reports (every 25th day of the current month)

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
	<p>5. Division Budget Utilization Rate (BUR) by end of November 2016</p> <ul style="list-style-type: none"> <li>- Ratio of Total obligations to total releases</li> <li>- Ratio of Total Disbursement to total Obligations</li> </ul>	<p>DU score = (Actual DU BUR ÷ 90%) x 100%</p>	<ul style="list-style-type: none"> <li>- 90% budget utilization rate (disbursement) by end of November 2016</li> <li>- Ratio of Total Obligations to Total Releases</li> <li>- Ratio of Total Disbursement to total Obligations</li> </ul>
	<p>6. Ageing of cash advances</p>	$EmployeeScore = 100\% - \left( \frac{AD - PD}{AD - DR} \right) \times 100\%$ <p>AD = Actual date of submission of the required document  PD = Prescribed deadline based on the internal memo/circular  DR = Date of reckoning = date of issuance of internal memo/circular prescribing the deadline of submission of the required document</p> <p>This formula will also be applied to Ranking Indicator No. 13.</p> <p>Based on existing guidelines (item 5.1.3 of COA Circular 97-002 dated February 10, 1997 and Sec. 16 of EO No. 248 dated May 29, 1995), the prescribed deadlines for different types of cash advances incurred are as follows:</p> <ul style="list-style-type: none"> <li>• TEV (local) – within 30 days upon return to permanent official station</li> <li>• TEV (foreign) – within 60 days upon return to permanent official station</li> <li>• Special Activities – within 30 days after each 15 days/end of month day period</li> <li>• Petty Cash Fund – within 20 days after the end of the year</li> </ul>	<ul style="list-style-type: none"> <li>- Submission of liquidation documents after travel and after use of operational cash advances</li> </ul>


DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
	7. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to AFD-HR Unit	Same as item no. 3.	- 1 Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring & Evaluation(SECSIME)" submitted to AFD-HR Unit on the prescribed deadline
	8. 2016 DPCR commitment based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline	Same as item no. 3.	- 2016 DPCR commitment based on approved SPMS guidelines submitted to EPRPD for review by on the prescribed deadline
	9. 2016 DPCR ratings based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline	Same as item no. 3.	- 2016 DPCR ratings based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline
	10. Percentage of the employees in the Division who submitted 2016 IPCR Commitment based on approved SPMS guidelines submitted to HR unit for review on the prescribed deadline	$\frac{\text{\# of employees who submitted within the deadline}}{\text{total number of employees in the DU}} \times 100$	- Percentage of employees in the DU who submitted to HR Unit the 2016 IPCR commitment based on approved SPMS guidelines on or before the prescribed deadline
	11. Percentage of the employees in the Division who submitted 2016 IPCR Ratings based on approved SPMS guidelines submitted to HR unit for	$\frac{\text{\# of employees who submitted within the deadline}}{\text{total number of employees in the DU}} \times 100$	- Percentage of employees in the DU who submitted to HR Unit the 2016 IPCR ratings based on approved SPMS guidelines on or before the

<b>DELIVERY UNITS</b>	<b>RANKING INDICATORS</b>	<b>POINT SYSTEMS</b>	<b>MOVs</b>
	review on the prescribed deadline		prescribed deadline
	12. 2016 division PPMP based on Revised IRR of RA 9184 submitted to AFD on the prescribed deadline	Same as item no. 3.	- 2016 PPMP submitted on the prescribed deadline
	13. 100% submission of SALN to AFD on the prescribed deadline	Same as item no. 6.	- 100% submission of SALN to AFD on prescribed deadline

Recommended by:

Approved by:

  
**NELSON P. DEVANADERA**  
 Executive Director

  
**MARLO D. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG

## ANNEX C

### PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF (PCSDS)

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
OED, EMED, DMD North, DMD South, DMD Calamian, EZMED (6 DUs)	1. Number of permits and clearances issued	Quantity = $\frac{\text{accomplishment}}{\text{target}} \times 100$  This formula will also be applied in all Quantity measures below.	- 100 permits and clearances issued by end of December 2016
All Delivery Units	2. Number of sustainable development forums, conferences, and workshops conducted	Same as item no. 1.	- 6 forums and conferences organized, conducted and facilitated by 2016 the end of December
	3. Number of division Work and Financial Plans based on Planning Guidelines submitted to EPRPD	$DUScore = 100\% - \left( \frac{AD - PD}{AD - DR} \right) \times 100\%$  AD = Actual date of submission of the required document PD = Prescribed deadline based on the internal memo/circular DR = Date of reckoning = date of issuance of internal memo/circular prescribing the deadline of submission of the required document  This formula will also be applied to Ranking Indicators Nos. 4, 7, 8, 9, and 12.	- 1 FY 2017 division Work and Financial Plans based on Planning Guidelines submitted to EPRPD on the prescribed deadline
	4. Percentage submission of division monthly accomplishment reports based on targets compliant to prescribed format submitted to EPRPD	Same as item no. 3.	- 100% Accomplishment Reports based on targets compliant to prescribed format submitted to EPRPD  - 12 monthly accomplishment reports (every 25th day of the current month)

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
	5. Division Budget Utilization Rate (BUR) by end of November 2016 - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	$\text{DU score} = (\text{Actual DU BUR} \div 90\%) \times 100\%$	- 90% budget utilization rate (disbursement) by end of November 2016 - Ratio of Total Obligations to Total Releases - Ratio of Total Disbursement to total Obligations
	6. Ageing of cash advances	$\text{EmployeeScore} = 100\% - \left( \frac{AD - PD}{AD - DR} \right) \times 100\%$ <p>AD = Actual date of submission of the required document            PD = Prescribed deadline based on the internal memo/circular            DR = Date of reckoning = date of issuance of internal memo/circular prescribing the deadline of submission of the required document</p> <p>This formula will also be applied to Ranking Indicator No. 13.</p> <p>Based on existing guidelines (item 5.1.3 of COA Circular 97-002 dated February 10, 1997 and Sec. 16 of EO No. 248 dated May 29, 1995), the prescribed deadlines for different types of cash advances incurred are as follows:</p> <ul style="list-style-type: none"> <li>• TEV (local) – within 30 days upon return to permanent official station</li> <li>• TEV (foreign) – within 60 days upon return to permanent official station</li> <li>• Special Activities – within 30 days after each 15 days/end of month day period</li> <li>• Petty Cash Fund – within 20 days after the end of the year</li> </ul>	- Submission of liquidation documents after travel and after use of operational cash advances

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS	MOVs
	7. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to AFD-HR Unit	Same as item no. 3.	- 1 Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through continuous Systems Innovation Monitoring & Evaluation(SECSIME)" submitted to AFD-HR Unit on the prescribed deadline
	8. 2016 DPCR commitment based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline	Same as item no. 3.	- 2016 DPCR commitment based on approved SPMS guidelines submitted to EPRPD for review by on the prescribed deadline
	9. 2016 DPCR ratings based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline	Same as item no. 3.	- 2016 DPCR ratings based on approved SPMS guidelines submitted to EPRPD for review on the prescribed deadline
	10. Percentage of the employees in the Division who submitted 2016 IPCR Commitment based on approved SPMS guidelines submitted to HR unit for review on the prescribed deadline	$\frac{\text{\# of employees who submitted within the deadline}}{\text{total number of employees in the DU}} \times 100$	- Percentage of employees in the DU who submitted to HR Unit the 2016 IPCR commitment based on approved SPMS guidelines on or before the prescribed deadline
	11. Percentage of the employees in the Division who submitted 2016 IPCR Ratings based on approved SPMS guidelines submitted to HR unit for	$\frac{\text{\# of employees who submitted within the deadline}}{\text{total number of employees in the DU}} \times 100$	- Percentage of employees in the DU who submitted to HR Unit the 2016 IPCR ratings based on approved SPMS guidelines on or before the

<b>DELIVERY UNITS</b>	<b>RANKING INDICATORS</b>	<b>POINT SYSTEMS</b>	<b>MOVs</b>
	review on the prescribed deadline		prescribed deadline
	12. 2016 division PPMP based on Revised IRR of RA 9184 submitted to AFD on the prescribed deadline	Same as item no. 3.	- 2016 PPMP submitted on the prescribed deadline
	13. 100% submission of SALN to AFD on the prescribed deadline	Same as item no. 6.	- 100% submission of SALN to AFD on prescribed deadline

Recommended by:

Approved by:

  
**NELSON P. DEVANADERA**  
 Executive Director

**MARLO D. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG



**ANNEX D**

**NATIONAL WATER RESOURCES BOARD (NWRB)**

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishments	No. of Points	
PPD, WRD, WUD, MED, AFD and EDO/DEDO	1. Submissions of IPCR accomplishment based on approved SPMS guidelines submitted to NWRB HR Section on the prescribed date	Submitted 3 days before deadline	12	Copy of Certification of submitted IPCRs from HR
		Submitted 2 days before deadline	10	
		Submitted 1 day before deadline	9	
		Submitted on time	8	
		Submitted 1 day beyond deadline	7	
		2 days beyond	6	
		3 days beyond	5	
		4 days beyond	4	
		5 days beyond	3	
		6 days beyond	2	
		7 days beyond	1	
	2. Percentage of IPCRs (accomplishment – 1 <sup>st</sup> semester) based on approved SPMS guidelines submitted to NWRB HR Section on the prescribed date	100%	12	Copy of Certification of submitted IPCRs from HR
		95%	10	
		90%	8	
		85%	6	
		80%	4	
		75%	2	
		70%	1	
PPD, WRD, WUD, MED, AFD	3. Final submission of Division's monthly physical /financial accomplishment report based on targets compliant to prescribed format to PPD/EDO on the set deadline	Submitted 3 days before deadline	12	Receiving copy of Division's WFP
		Submitted 2 days before deadline	10	
		Submitted 1 day before deadline	8	
		Submitted on time	6	
		Submitted 1 day beyond deadline	5	
		2 days beyond	4	
		3 days beyond	3	
		4 days beyond	2	
		5 days beyond	1	
		6 days beyond	0	
	4. Submission of 2017 Division's Work and Financial Plan based on the prescribed format submitted to PPD on the	Submitted 3 days before deadline	12	Receiving copy of Division's 2017 WFP
		Submitted 2 days before deadline	10	
		Submitted 1 day before	8	

	set deadline	deadline		
		Submitted on time	6	
		Submitted 1 day beyond deadline	5	
		2 days beyond	4	
		3 days beyond	3	
		4 days beyond	2	
		5 days beyond	1	
		6 days beyond	0	
	5. Submissions of DPCR Accomplishment based on approved SPMS guidelines submitted to NWRB HR Section on the prescribed date	Submitted 3 days before deadline	12	Copy of DPCR submitted to NWRB HR Section
		Submitted 2 days before deadline	10	
		Submitted 1 day before deadline	9	
		Submitted on time	8	
		Submitted 1 day beyond deadline	7	
		2 days beyond	6	
		3 days beyond	5	
		4 days beyond	4	
		5 days beyond	3	
		6 days beyond	2	
	6. Major frontline service (Citizen's Charter) per division based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring and Evaluation (SECSIME)" submitted to NWRB Citizen's Charter Team on the set deadline	Submitted 3 days before deadline	12	Copy of 1 core process per division submitted to NWRB Citizens Charter Team
		Submitted 2 days before deadline	10	
		Submitted 1 day before deadline	9	
		Submitted on time	8	
		Submitted 1 day beyond deadline	7	
		2 days beyond	6	
		3 days beyond	5	
		4 days beyond	4	
		5 days beyond	3	
		6 days beyond	2	
	7. Submission of approved NWRB monthly physical and financial accomplishment report based on targets compliant to prescribed format to DENR on the set deadline	Submitted 2 days before deadline	12	Receiving copy of NWRB WFP
EDO/DEDO		Submitted 1 day before deadline	10	
		Submitted on time	8	
		Submitted 1 day beyond deadline	6	
		2 days beyond	5	

		3 days beyond	4	
		4 days beyond	3	
		5 days beyond	2	
		6 days beyond	1	
		7 days beyond	0	
	8. Submission of approved 2017 NWRB Work and Financial Plan based on the prescribed format submitted to DENR on the set deadline	Submitted 5 days before deadline	12	Receiving copy of NWRB 2017 WFP
		Submitted 3 days before deadline	10	
		Submitted 1 day before deadline	8	
		Submitted on time	6	
		Submitted 1 day beyond deadline	5	
		2 days beyond	4	
		3 days beyond	3	
		4 days beyond	2	
		5 days beyond	1	
		6 days beyond	0	
	9. Approval and submission of OPCR Accomplishment based on approved SPMS guidelines to OSEC (USEC for Policy, Planning and Foreign-Assisted Programs) on the prescribed date	Submitted 5 days before deadline	12	Copy of OPCR submitted to DENR
		Submitted 3 days before deadline	10	
		Submitted 1 day before deadline	9	
		Submitted on time	8	
		Submitted 1 day beyond deadline	7	
		2 days beyond	6	
		3 days beyond	5	
		4 days beyond	4	
		5 days beyond	3	
		6 days beyond	2	
	10. Draft Minutes of Board Meeting submitted to the Executive Director on the set deadline	Submitted 3 days before deadline	12	Draft copy of minutes of Board Meeting attested by the Executive Director
		Submitted 2 days before deadline	11	
		Submitted 1 day before deadline	10	
		Submitted on time	9	
		Submitted 1 day beyond deadline	7	
		2 days beyond	6	
		3 days beyond	5	
		4 days beyond	4	
		5 days beyond	3	
	6 days beyond	2		

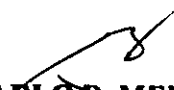
		7 days beyond	1	
		8 days beyond	0	
	11. Minutes of Execom Meeting submitted to the Executive Director on the set deadline	Submitted 5 calendar days before deadline	12	Copy of Minutes of Execom Meeting attested by the Executive Director
		Submitted 4 calendar days before deadline	11	
		Submitted 3 calendar days before deadline	10	
		Submitted 2 calendar days before deadline	9	
		Submitted 1 calendar day before deadline	8	
		Submitted on time	7	
		Submitted 1 calendar day beyond deadline	6	
		2 calendar days beyond	5	
		3 calendar days beyond	4	
		4 calendar days beyond	3	
		5 calendar days beyond	2	
		6 calendar days beyond	1	
		7 calendar days beyond	0	
PPD		12. No. of water regulation policies/plans endorsed to EDO/Board by the end of 2016	Over 100%	
	100%		11	
	99%		10	
	98%		9	
	97%		8	
	96%		7	
	95%		6	
	94%		5	
	93%		4	
	92%		3	
	91%		2	
	90%		1	
			Below 90%	0
WRD	13. No. of water permits approved by end of December 2016	Over 110%	12	Copy of Board Resolution
		106% - 110%	11	
		100%- 105%	10	
		93% - 99%	9	
		86% - 92%	8	
		79% - 85%	7	
		72% - 78%	6	
		65% - 71%	5	
		58% - 64%	4	
		51% - 57%	3	
		44% - 50%	2	
		36% -43%	1	
			Below 36%	
WUD	14. No. of Certificates of Public Convenience	Over 110%	12	Copy of Board Resolution
		106% - 110%	11	

	(CPC) and CPC-related cases decided by end of December 2016	100%- 105%	10	
		93% - 99%	9	
		86% - 92%	8	
		79% - 85%	7	
		72% - 78%	6	
		65% - 71%	5	
		58% - 64%	4	
		51% - 57%	3	
		44% - 50%	2	
		36% -43%	1	
		Below 36%	0	
MEID	15. Percentage of submitted reports that resulted in the issuance of notice of violations and penalties imposed by end of December 2016	Over 110%	12	Copy of Notices/ orders issued
		106% - 110%	11	
		100%- 105%	10	
		93% - 99%	9	
		86% - 92%	8	
		79% - 85%	7	
		72% - 78%	6	
		65% - 71%	5	
		58% - 64%	4	
		51% - 57%	3	
		44% - 50%	2	
		36% -43%	1	
		Below 36%	0	
AFD	16. Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 Guidelines Prescribing the Use of Modified Formats of the Budget and Financial Accountability Reports (BFARs)" submitted to COA and DBM	All BFARs submitted 2 days before deadline	12	Receiving copy of reports
		All BFARs submitted 1 day before on deadline	11	
		Submitted on deadline	10	
		Submitted 1 day beyond deadline	9	
		2 days beyond	8	
		3 days beyond	7	
		4 days beyond	6	
		5 days beyond	5	
		6 days beyond	4	
		7 days beyond	3	
		8 days beyond	2	
		9 days beyond	1	
		No submission	0	

Recommended by:

  
**DR. SEVILLO D. DAVID, JR., CESO III**  
 Executive Director

Approved by:

  
**MARLO B. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG

**ANNEX E**

**NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY (NAMRIA)**

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomp.	No. of points	
All Branches	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	100%	12	Report on Budget Utilization Rate
		90%-99%	8	
		80% - 89%	4	
		below 80%	0	
	2. Physical Accomplishment Rates	95 - 100%	12	Physical Performance Report as of Dec.31, 2016
		90% - 94%	9	
		86% - 89%	6	
		80% - 85%	3	
		below 80%	0	
	3. Branch monthly Physical Accomplishment Reports (PARs) based on targets and using the prescribed ISO forms submitted to Planning and Policy Division (PPD)	Submitted on deadline	12	PPR Monitoring Chart
		1 day beyond deadline	10	
		2 days	8	
		3 days	6	
		4 days - beyond	0	
	4. 2016 BPCR/DPCR Commitments/ accomplishments based on approved SPMS Guidelines submitted to NAMRIA PPD and HRMS	submitted before deadline	12	Summary of submitted BPCRs/ DPCRs
		Submitted on deadline	11	
		1 day beyond deadline	10	
		2 days	9	
		3 days	8	
		4 days	7	
5 days		6		
6 days		5		
7 days		4		
8 days		3		
9 days		2		
10 days	1			
beyond 10 days	0			

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomp.	No. of points	
	5. Percentage of timely submission of IPCR Commitments/ accomplishments based on approved SPMS Guidelines submitted on prescribed due date	100% Submitted	12	Summary of IPCR Submissions for January to June and July to December 2016
		95 - 99%	11	
		90% - 94%	10	
		86% - 89%	9	
		80% - 85%	8	
		75%-79%	7	
		70%- 74%	6	
		65%- 69%	5	
		60%- 64%	4	
		55%-59%	3	
		50%- 54%	2	
	below 50%	0		
	6. 2017 Branch Project Procurement Management Plan (PPMP) based on Revised Implementing Rules and Regulations of RA 9184 (Government Procurement Reform Act) submitted to Admin/Supplies	submitted before deadline	12	Branch Consolidated PPMP
Submitted on deadline		11		
1 day beyond deadline		9		
2 days		7		
3 days		5		
4 days		3		
5 days		1		
Office of the Administrator	7. All incoming documents	within 5 days	12	Record Books/ Receiving Copy/ Routing Slip
		within 6 days	10	
		within 7 days	8	
		within 8 days	6	
		within 9 days	4	
		within 10 days	2	
	within 11 days & beyond	0		
	8. Continued implementation of Quality Management System (QMS) ISO 9001:2008			
	a. 2 Management Reviews conducted	2 reports	12	Management Review Reports (MRR)
		0	0	
	b. 1 External Audit Passed	100% (passed)	12	CIP Surveillance Audit Report
		Failed	0	

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomp.	No. of points	
	9. Representation in regional and international meetings, workshops and conferences	within 30 days	12	Official travel report/after conference reports
		within 45 days	8	
		within 60 days	4	
		beyond 60 days	0	

Recommended by:

Approved by:

  
**DR. PETER N. TIANGCO, CESO I**  
 Administrator

  
**MARLO D. MENDOZA**  
 Undersecretary for Policy & Planning  
 and Chair, PMG

*m/m*