



## **GUIDELINES IN THE FORCED RANKING OF DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF 2018 PERFORMANCE-BASED BONUS (PBB)**

1. *No. of Delivery Units.* There shall be twelve (12) delivery units that will vie for ranking/contention for the grant of Performance-based Bonus, to wit:

- The Office of the Director (OD);
- The Administrative Division (AD);
- The Finance Division (FD);
- The Planning, Management and Information Technology Division (PMITD);
- The Agricultural Mechanization Division (AMD);
- The Bio-process Engineering Division (BPED);
- The Food Protection Division (FPD);
- The Laboratory Services Division (LSD);
- The Socio-economic and Policy Research Division (SEPRD);
- The Applied Communication Division (ACD);
- The Enterprise Development Division (EDD);
- The Training and Technology Management Division (TMTD)

2. *Criteria / Procedure for Ranking of Delivery Units.* The delivery units shall be ranked based on :

- a) their respective Division Performance Commitment and Review Form's (DPCR's ) accomplishment vs. target ratings; and,
- b) overall physical and financial accomplishment vis-à-vis their respective Work and Financial Plans.

The PMITD will draw up the initial ranking of delivery units based on the above-cited criteria. Upon favorable review of said ranking, the Performance Management Team (PMT) will endorse the same to the Executive Director who shall have full discretion to either approve of the same or forward the issue to the Management Committee (MANCOM) for final resolution/dispensation.

3. *Distribution.* Based on their rankings, the delivery units shall be distributed or grouped across the following performance categories, to wit:

<b>Ranking</b>	<b>Performance Category</b>	<b>No. of Divisions</b>
Top 10%	Best Divisions	1
Next 25%	Better Divisions	3
Next 65%	Good Divisions	8