

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

Department/Agency: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)

The Mechanics in the Rating and Ranking of OUs is presented hereunder:

1. RATING AND RANKING CRITERIA

The following Criteria shall be the basis for the Rating and Ranking of all OUs:

CRITERIA	% WEIGHT IN TOTAL RATING SCORE		DEFINITION
	CO	RO	
1. Annual Office Performance Commitment Rating Score (OPCRS) – accomplishment based on the Office Performance Commitment and Review (OPCR) of each OU.	50%	50%	This shall be derived from the validated ratings of the approved FY 2020 OPCR rating scores for the year.
2. Contribution to the National Output – refers to the contribution of the office to the national output of the agency.	20%		The average percent contribution to the GAA indicators being monitored by the specific office.
		10%	The average percent contribution to the national output: • Enrolled, Graduates, Assessed and Certified (EGAC) for All Delivery Modes, TTIs and Scholarship Programs;
		10%	• Accomplishments in terms of Presidential and Secretary's Directives
3. Contribution to the compliance to Eligibility Criteria and Good Governance Measures/Conditions – refers to the compliance to PBB eligibility criteria of the agency.	30%	30%	All offices will be rated in terms of their contribution to the PBB eligibility criteria of the agency considering the timeliness of submission. Each OPR shall determine their respective success indicators (SIs) and will be validated by the PMT.
TOTAL	100%	100%	

2. RATING AND RANKING PROCESS

- 2.1. Each Executive and Regional Office shall be evaluated based on actual accomplishments, as indicated in their respective Office Performance Commitment and Review (OPCRs).
- 2.2. For Central Office operating units, each office shall be grouped per cluster, with their respective Deputy Directors General (DDGs). The DDGs, as cluster head, shall serve as the Executive Offices' (EOs) performance raters, to determine the validated rating of each office.
- 2.3. The Secretary shall be the performance rater of offices/units under the Office of the Director General (ODG) cluster.

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

Department/Agency: TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)


- 2.4. The score for ranking of the ODG Proper shall be based on the Agency OPCR.
- 2.5. The Performance Management Team shall validate the accomplishments and rating, and prepare the ranking of each operating unit. This shall be forwarded to the Head of the Agency for approval.
- 2.6. Once the Accomplished Rating and Ranking Sheets are verified and finalized, the same shall be forwarded to the Administrative Service-HRMD for the computation of the PBB of the eligible officials and employees, as well as the preparation of the PBB Form reflecting the Agency Rating and Ranking. The finalized and approved Form shall then be submitted to the AO25 IATF.

Prepared by:


ADZHAR A. ALBANI
Director IV, Administrative Service


Date: October 1, 2020

Recommended by:


ROSANNA A. URDANETA
Chairperson, Performance Management Team/
Deputy Director General for Policies and Planning

Date: October 1, 2020

Approved by:


SEC. ISIDRO S. LAPEÑA, PhD, CSEE
Director General

Date: October 1, 2020