



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City

OFFICE ORDER NO. 721

Series of 2019

TO : ALL OMBUDSMAN OFFICIALS AND EMPLOYEES

FROM : SAMUEL R. MARTIRES
 Ombudsman

SUBJECT : GUIDELINES ON FORCED RANKING OF DELIVERY UNITS FOR THE GRANT OF 2019 PERFORMANCE-BASED BONUS

X-----X

In order for OMB officials and employees to become eligible for the grant of performance-based bonus for 2019, the following guidelines are hereby issued for strict compliance:

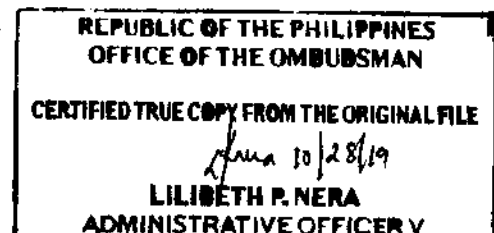
1. For purposes of entitlement to the bonus, there shall be two (2) clusters of delivery units, with the following offices and bureaus namely:

Cluster 1

1. OMB-Proper (including the Central Records Division)
2. Office of the Overall Deputy Ombudsman
3. Preliminary Investigation, Administrative Adjudication, and Monitoring Office I
4. Preliminary Investigation, Administrative Adjudication, and Monitoring Office II
5. Field Investigation Office I
6. Field Investigation Office II
7. Prosecution, Information, Evaluation, and Monitoring Office
8. Office of Legal Affairs
9. Public Assistance and Corruption Prevention Office
10. Finance and Management Information Office
11. General Administration Office

Cluster 2

1. Office of the Special Prosecutor-Proper (including FAB and Records Division)
2. Office of the Deputy Special Prosecutor-Cluster 1
3. Office of the Deputy Special Prosecutor-Cluster 2
4. Office of the Deputy Special Prosecutor-Cluster 3
5. Office of the Deputy Special Prosecutor-Cluster 4
6. Office of the Deputy Special Prosecutor-Cluster 5
7. Office of the Deputy Ombudsman-Luzon
8. Office of the Deputy Ombudsman-Visayas
9. Office of the Deputy Ombudsman-Mindanao
10. Office of the Deputy Ombudsman-MOLEO



2. To be eligible, all delivery units should have been able to attain at least 100% of their 2019 target for *each* applicable PBB performance indicator. In case a delivery unit is assessed to have deficiencies in meeting its performance commitments under the 2019 GAA and its targets for Support to Operations (STO) and General Administration and Support Services (GASS), the head of that unit may submit justification/s to warrant a reconsideration of the initial assessment results and request the Planning and Budget Division for re-evaluation of its compliance status. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside of the control of the delivery unit.

3. If no justification was submitted or what was submitted does not warrant a reconsideration of the initial assessment results, the Ombudsman may disqualify only the particular delivery sub-unit/s that failed to meet the pertinent performance commitments. None of the employees in the disqualified sub-units shall be entitled to the PBB as a consequence.

4. To measure the achievement of delivery units, the percentage of achievement shall be computed by dividing the accomplishment by the target, multiplied by 100%. In no case, however, shall the percentage of achievement exceed 100%. The basis for forced ranking of delivery units shall be the simple average of the percentages of achievement for the applicable indicators.

5. The Planning and Budget Division shall validate the accomplishments of the delivery units and submit a report on initial forced ranking of delivery units and their categorization into BEST, BETTER, and GOOD separately for Cluster 1 and Cluster 2 for approval of the Ombudsman. The forced ranking shall be as follows:

Cluster 1

Top 10%	1	Best Delivery Unit
Next 25%	3	Better Delivery Unit
Next 65%	7	Good Delivery Unit

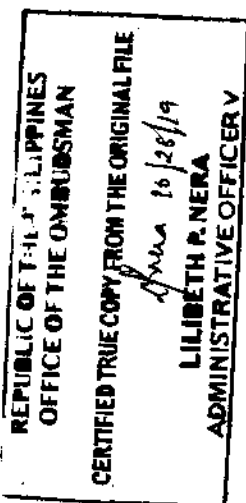
Cluster 2

Top 10%	1	Best Delivery Unit
Next 25%	2	Better Delivery Unit
Next 65%	7	Good Delivery Unit

In case of tie, the basis shall be the average percentage of achievement for the applicable indicators identified in the 2019 General Appropriations Act. If the tie is not yet broken, the Ombudsman shall break the tie.

6. The following shall not be entitled to PBB:

- a) Consultants, job-order employees and other personnel having no employer-employee relationship with the Office of the Ombudsman;
- b) Officials and employees who received lower than Satisfactory rating in 2019;
- c) Officials and employees who failed to submit their OPCR/IPCR;
- d) Personnel convicted of criminal cases and consequently penalized in 2019 and those found guilty of administrative offenses and consequently meted penalty in 2019 except where the penalty is reprimand;



e) Officials and personnel who failed to comply with other requirements and conditions imposed under the 2019 PBB Guidelines.

7. An employee who has rendered a minimum of nine (9) months of service in 2019 with at least Satisfactory rating shall be eligible to the full grant of PBB. Those who have rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible to the grant on a pro-rata basis as follows:

8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

8. Heads of delivery units who feel aggrieved or dissatisfied with their forced ranking can file an appeal with the Ombudsman on or before March 31, 2020. An employee, however, shall not be allowed to protest the forced ranking of his/her delivery unit or other delivery units.

For strict compliance.

October __, 2019.



Samuel R. Martires
SAMUEL R. MARTIRES
Ombudsman

