



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

OFFICE ORDER NO. 784
Series of 2016

TO : ALL OMBUDSMAN OFFICIALS AND EMPLOYEES

FROM : CONCHITA CARPIO MORALES
Ombudsman

**SUBJECT: GUIDELINES ON FORCED RANKING OF
DELIVERY UNITS FOR THE GRANT OF
2016 PERFORMANCE-BASED BONUS**

In order for OMB officials and employees to become eligible for the grant of performance-based bonus for 2016, the following guidelines are hereby issued for strict compliance:

1. All delivery units should have been able to attain 100% of their 2016 target for each applicable PBB performance indicator. Consistent with Memorandum Circular No. 2016-01 of the A.O. 25 Inter-Agency Task Force (IATF), all officials and employees of delivery units that fail to achieve 100% of their targets under the FY 2016 GAA and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) shall not be eligible unless the achievement of their targets depends on circumstances beyond their control.

2. 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 150%. The basis for forced ranking of delivery units shall be the simple average of the percentages of achievement for the applicable indicators appearing in Annex A.

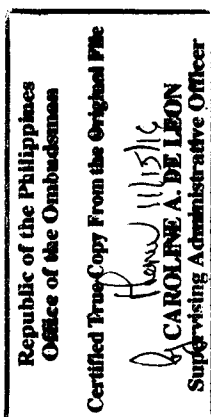
3. The Performance Management Team (PMT) shall be responsible for the initial forced ranking of delivery units and their categorization into BEST, BETTER, and GOOD. The PMT shall submit a report of forced ranking for the approval of the Ombudsman. The forced ranking shall be as follows:

Ranking	Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

4. The following offices/bureaus shall be treated as delivery units:

CENTRAL OFFICE

- 4.1 OMB-Proper (including the National Integrity Center, Public Information and Media Relations Bureau, and Project Management Bureau)
- 4.2 Office of the Overall Deputy Ombudsman
- 4.3 Office of Legal Affairs
- 4.4 General Administration Office (GAO)
- 4.5 Finance and Management Information Office (FMIO)
- 4.6 Field Investigation Office I (FIO I)
- 4.7 Field Investigation Office II (FIO II)



- 4.8 Prosecution, Information, Evaluation and Monitoring Services
- 4.9 Preliminary Investigation, Administrative Adjudication and Monitoring Office I (PAMO I)
- 4.10 Preliminary Investigation, Administrative Adjudication and Monitoring Office II (PAMO II)
- 4.11 Public Assistance and Corruption Prevention Office

OFFICE OF THE SPECIAL PROSECUTOR

- 4.12 Office of the Special Prosecutor including Administrative Division and Records Section
- 4.13 Office of the Special Prosecutor Cluster 1 including the Office of the Deputy Special Prosecutor, Prosecution Bureau I and VI and ASAB
- 4.14 Office of the Special Prosecutor Cluster 2 including the Office of the Deputy Special Prosecutor and Prosecution Bureau II, IV, VII, and IX
- 4.15 Office of the Special Prosecutor Cluster 3 including the Office of the Deputy Special Prosecutor and Prosecution Bureau III, VIII, and XI
- 4.16 Office of the Special Prosecutor Cluster 4 including the Office of the Deputy Special Prosecutor and Prosecution Bureau V, X, XII and CRÈME

OMB-LUZON

- 4.17 Finance and Administrative Bureau and Case Records Evaluation, Monitoring and Enforcement Bureau
- 4.18 Field Investigation Bureau
- 4.19 Public Assistance and Corruption Prevention Bureau
- 4.20 Preliminary Investigation, Administrative Adjudication and Prosecution Bureau A, B, & C, including the Office of the Deputy Ombudsman and the Office of the Assistant Ombudsman
- 4.21 Preliminary Investigation, Administrative Adjudication and Prosecution Bureau D

OMB-VISAYAS

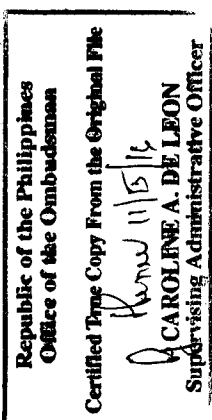
- 4.22 Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Administrative Office & Case Records Management Office
- 4.23 Field Investigation Office
- 4.24 Public Assistance and Corruption Prevention Bureau (including Regional Office VI & VIII)
- 4.25 Prosecution and Monitoring Office
- 4.26 Evaluation and Investigation Office A and B

OMB-MINDANAO

- 4.27 Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Administrative Division & Case Records Evaluation, Monitoring and Enforcement Bureau
- 4.28 Field Investigation Unit
- 4.29 Public Assistance and Corruption Prevention Office (including Cagayan de Oro Regional Office)
- 4.30 Prosecution and Monitoring Bureau
- 4.31 Evaluation and Investigation Bureau A & B

OMB-MOLEO

- 4.32 Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Finance and Administrative Bureau & Case Records Evaluation, Monitoring and Enforcement Bureau



- 4.33 Field Investigation Bureau
- 4.34 Public Assistance and Corruption Prevention Bureau
- 4.35 Preliminary Investigation, Administrative Adjudication and Prosecution Bureau

5. The amount of the PBB of Overall Deputy Ombudsman, Special Prosecutor, Deputy Ombudsmen, Assistant Ombudsmen, and Deputy Special Prosecutors shall depend on the performance category of their delivery unit.

6. Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. Personnel who transferred to another unit in 2016 shall be eligible for the PBB under the unit where they stayed longer.

7. All employees under an eligible delivery unit shall receive the same rate of PBB equal to the following percentages of their basic monthly salary as of December 31, 2016, but not lower than Five Thousand Pesos (PhP5,000):

Performance Category	PBB as % of Basic Monthly Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

8. The following shall not be entitled to PBB:

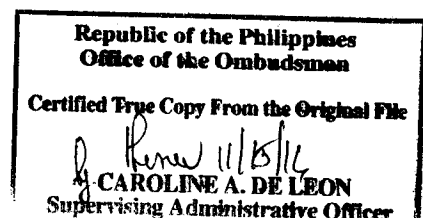
- a. Consultants, job-order employees and other personnel having no employer-employee relationship with the Office of the Ombudsman;
- b. Officials and employees who received lower than satisfactory rating in 2016;
- c. Officials and employees who failed to submit their OPCR/IPCR;
- d. Officials and employees who failed to submit their 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015.
- e. Officials and employees who failed to liquidate within the reglementary period any cash advance received in FY 2016 as required by the COA;
- f. Personnel convicted of criminal cases and consequently penalized in 2016 and those found guilty of administrative offenses and consequently meted penalty in 2016 except where the penalty is reprimand.

9. An employee who has rendered a minimum of nine months of service in 2016 with at least satisfactory rating shall be eligible for 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 for the grant on a pro-rata basis as follows:

Length of Service	Percent of Grant
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%

The following are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for the PBB on a pro-rata basis;

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;



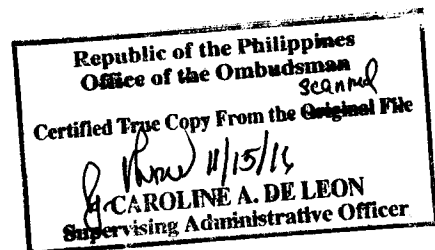
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

10. The heads of bureaus/offices who feel aggrieved or dissatisfied with their forced ranking can file an appeal with the PMT on or before January 20, 2017.

For strict compliance.

10 November 2016.


CONCHITA CARPIO MORALES
Ombudsman



Annex A

Delivery Units	Performance Indicators
Field Investigation Office I	Indicator 1: Number of fact-finding investigations and lifestyle check completed (including background investigations) Indicator 2: Percentage of investigations conducted resulting in the institution of criminal and/or administrative cases
Field Investigation Office II	
Field Investigation Bureau (Luzon)	
Field Investigation Office (Visayas)	
Field Investigation Unit (Mindanao)	
Field Investigation Bureau (MOLEO)	Indicator 3: Number of preliminary investigations conducted Indicator 4: Percentage of investigations completed or conducted within one year period Indicator 5: Number of administrative cases adjudicated Indicator 6: Percentage of administrative cases adjudicated within one year period
Preliminary Investigation, Administrative Adjudication and Monitoring Office I (PAMO I)	
Preliminary Investigation, Administrative Adjudication and Monitoring Office II (PAMO II)	
Preliminary Investigation, Administrative Adjudication and Prosecution Bureau A, B, & C, Office of the Deputy Ombudsman, & Office of the Assistant Ombudsman (Luzon)	
Evaluation and Investigation Office A & B (Visayas)	
Evaluation and Investigation Bureau A & B (Mindanao)	
Preliminary Investigation, Administrative Adjudication and Prosecution Bureau (MOLEO)*	
Public Assistance and Corruption Prevention Office (Central)**	
Public Assistance and Corruption Prevention Bureau (Luzon)	Indicator 7: Number of complaints and grievances resolved or acted upon (Request for Assistance (RAS), Mediation (MED), and Other Forms of Assistance (OFA)) Indicator 8: Number of people trained under the Integrity, Transparency & Accountability in Public Service Program Indicator 9: Number of integrity assessments or corruption diagnostics conducted
Public Assistance and Corruption Prevention Bureau (including Regional Office VI & VIII) (Visayas)	
Public Assistance and Corruption Prevention Office (including Regional Office X) (Mindanao)	
Public Assistance and Corruption Prevention Bureau (MOLEO)	

Note:* - For PIAAPB-MOLEO, including indicators for the prosecution.

** - For PACPO-Central, excluding indicator no. 8.

Delivery Units	Performance Indicators
OSP Cluster 1 Office of the Deputy Special Prosecutor, Bureau I, VI and ASAB	<p>Indicator 10: Number of criminal/civil cases prosecuted in Sandiganbayan/Regular court</p> <p>Indicator 11: Percentage of decided cases not resulting in quashal, outright dismissal, or demurrer to evidence (Sandiganbayan/Regular Court)</p>
OSP Cluster 2 Office of the Deputy Special Prosecutor, Bureau II, IV, VII, and IX	
OSP Cluster 3 Office of the Deputy Special Prosecutor, Bureau III, VIII, and XI	
OSP Cluster 4 Office of the Deputy Special Prosecutor, Bureau V, X, XII and CRÈME	
Preliminary Investigation, Administrative Adjudication and Prosecution Bureau D (Luzon)	
Prosecution, Information, Evaluation and Monitoring Services	
Prosecution and Monitoring Office (Visayas)	
Prosecution and Monitoring Bureau (Mindanao)	
Preliminary Investigation, Administrative Adjudication and Prosecution Bureau (MOLEO)	
General Administration Office (GAO)	Indicator 12: Percentage of capacitated personnel
Finance and Management Information Office (FMIO)	<p>Indicator 13: Obligations Budget Utilization Ratio</p> <p>Indicator 14: Disbursements Budget Utilization Ratio</p> <p>Indicator 15: Number of Reports on Ageing of Cash Advances submitted to COA</p> <p>Indicator 16: Percentage of mandatory financial reports and documents submitted to COA</p>
Office of the Special Prosecutor including Administrative Division and Records Section	<p>Indicator 12: Percentage of capacitated personnel</p> <p>Indicator 13: Obligations Budget Utilization Ratio</p> <p>Indicator 14: Disbursements Budget Utilization Ratio</p> <p>Indicator 15: Number of Reports on Ageing of Cash Advances submitted to COA</p> <p>Indicator 16: Percentage of mandatory financial reports and documents submitted to COA</p>
Finance and Administrative Bureau and Case Records Evaluation, Monitoring and Enforcement Bureau (Luzon)	
Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Administrative Office & Case Records Management Office (Visayas)	

Delivery Units	Performance Indicators
Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Administrative Division & Case Records Evaluation, Monitoring and Enforcement Bureau (Mindanao)	Indicator 12: Percentage of capacitated personnel Indicator 13: Obligations Budget Utilization Ratio Indicator 14: Disbursements Budget Utilization Ratio Indicator 15: Number of Reports on Ageing of Cash Advances submitted to COA Indicator 16: Percentage of mandatory financial reports and documents submitted to COA
Office of the Deputy Ombudsman, Office of the Assistant Ombudsman, Finance and Administrative Bureau & Case Records Evaluation, Monitoring and Enforcement Bureau (MOLEO)	
OMB-Proper (including the National Integrity Center, Public Information and Media Relations Bureau, and Project Management Bureau)	Indicator 8: Number of people trained under the Integrity, Transparency & Accountability in Public Service Program Indicator 17: Number of cases reviewed
Office of Legal Affairs	Indicator 18: Percentage of decisions in appealed administrative decisions that have been affirmed by the appellate courts
Office of the Overall Deputy Ombudsman	Indicator 17: Number of cases reviewed