



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

OFFICE ORDER NO. 724

Series of 2017

TO : ALL OMBUDSMAN OFFICIALS AND EMPLOYEES

FROM : CONCHITA CARPIO MORALES
Ombudsman

SUBJECT : GUIDELINES ON FORCED RANKING OF DELIVERY
UNITS FOR THE GRANT OF 2017 PERFORMANCE-
BASED BONUS

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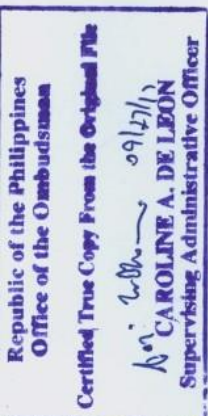
In order for OMB officials and employees to become eligible for the grant of performance-based bonus for 2017, the following guidelines are hereby issued for strict compliance:

1. For purposes of entitlement to the bonus, there shall be six (6) delivery units, namely:

Central Office, including OMB-Proper and Office of Overall Deputy Ombudsman
Office of the Ombudsman (Luzon)
Office of the Ombudsman (Visayas), including Regional Office VI and VIII
Office of the Ombudsman (Mindanao), including Regional Office X
Office of the Deputy Ombudsman for MOLEO
Office of the Special Prosecutor

2. To be eligible, all delivery units should have been able to attain at least 100% of their 2017 target for *each* applicable PBB performance indicator. In case a delivery unit is assessed to have deficiencies in meeting its performance commitments under the 2017 GAA and its targets for Support to Operations (STO) and General Administration and Support Services (GASS), the head of that unit may request the Performance Management Team for re-evaluation of its compliance status and submit justification/s to warrant a reconsideration of the initial assessment results. 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 Performance Management Team may, in the exercise of sound discretion, disqualify only the particular delivery sub-unit/s which failed



to meet the pertinent performance commitments. All of the employees in those sub-units shall not 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 Performance Management Team (PMT) shall be responsible for the initial forced ranking of delivery units and their categorization in to BEST, BETTER, and GOOD. The PMT shall submit a report of forced ranking for approval of the Ombudsman. The forced ranking shall be as follows:

Ranking	No. of Delivery Units	Category
Top 10%	1	Best Delivery Unit
Next 25%	1	Better Delivery Unit
Next 65%	4	Good Delivery Unit

In case of tie, the basis shall be the average percentage of achievement for the applicable indicators identified in the 2017 General Appropriations Act. If the tie is not yet broken, the PMT shall consider other factors to 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 2017;
- c) Officials and employees who failed to submit their OPCR/IPCR;
- d) Personnel convicted of criminal cases and consequently penalized in 2017 and those found guilty of administrative offenses and consequently meted penalty in 2017 except where the penalty is reprimand;
- e) Officials and personnel who failed to comply with other requirements and conditions imposed under the 2017 PBB Guidelines.

7. An employee who has rendered a minimum of nine (9) months of service in 2017 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:

Length of Service	Percent of Grant
8 months but less than 9 months	90%
7 months but less than 8 months	80%

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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 January 15, 2018. An employee, however, shall not be allowed to protest the forced ranking of his/her delivery unit or other delivery units.

For strict compliance.

September 27, 2017.


CONCHITA CARPIO MORALES
Ombudsman

