



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

OFFICE ORDER NO. 672
Series of 2018

TO : ALL OMBUDSMAN OFFICIALS AND EMPLOYEES

FROM : SAMUEL R. MARTIRES
Ombudsman

SUBJECT : GUIDELINES ON FORCED RANKING OF DELIVERY UNITS FOR THE GRANT OF 2018 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 2018, 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 2018 target for *each* applicable PBB performance indicator. In case a delivery unit is assessed to have deficiencies in meeting its performance commitments under the 2018 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 Performance Management Team 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 Performance Management Team may, in the exercise of sound discretion, 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.

