



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:

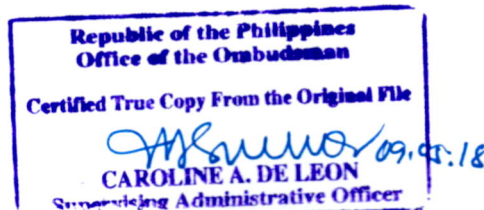
1. For purposes of entitlement to the bonus, there shall be six (6) delivery units, namely:

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.



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 2018 General Appropriations Act. If the tie is not yet broken, the PMT shall consider other objective 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 2018;
- c) Officials and employees who failed to submit their OPCR/IPCR;
- d) Personnel convicted of criminal cases and consequently penalized in 2018 and those found guilty of administrative offenses and consequently meted penalty in 2018 except where the penalty is reprimand;
- e) Officials and personnel who failed to comply with other requirements and conditions imposed under the 2018 PBB Guidelines.

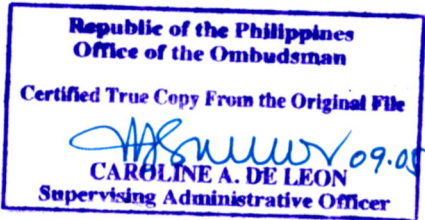
7. An employee who has rendered a minimum of nine (9) months of service in 2018 with at least Satisfactory rating shall be eligible to the full grant of PBB. Those who have rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible to the grant on a pro-rata basis as follows:

Length of Service	Percent of Grant
8 months but less than 9 months	90%
7 months but less than 8 months	80%
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 31, 2019. 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 \_\_, 2018.



*Samuel R. Martires*  
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SEP 04 2018

