



Republic of the Philippines  
**NATIONAL COUNCIL ON DISABILITY AFFAIRS**

September 17, 2019

**MEMORANDUM:**

**FOR: MATEO A. LEE, JR, CESO III**  
Officer-In-Charge

**FROM: THE PERFORMANCE MANAGEMENT TEAM (PMT) CHAIRPERSON**

**SUBJECT: NCDA SYSTEM OF RANKING OF THE DELIVERY UNITS FOR THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2019**

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May we respectfully submit the following criteria as the basis for ranking the Division's performance for the grant of Performance-Based Bonus (PBB) for CY 2019, which the Performance Management Team (PMT):

**I. Conditions to Qualify for the Grant of the PBB**

- A. The Agency and its delivery units must meet the conditions and criteria set by AO 25 Secretariat/Inter-Agency Task Force Memorandum Circular No. 2019-1 to qualify for the grant of PBB for FY 2019 as follows:
1. Satisfy 100% of the Good Governance Conditions (GGCs) set by the AO 25 Inter-Agency Task Force (IATF) for FY 2019 set by the AO 25 IATF as provided in Section 4.0;
  2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019. Achieve the streamlining requirements of government services, achieve higher citizen / client satisfaction, and achieve fiscal discipline.
  3. Use the NCDA CSC – approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of NCDA, including officials holding managerial or Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the guidelines issued by the Career Executive Service Board (CESB).
- B. All divisions should comply with the date of submission of the Division Performance Contract (DPC) and Division Performance Contract Review (DPCR) accomplishments **on or before the end of January 31<sup>st</sup>**. Timeliness of submission will be rated based on NCDA SPMS (refer to II.A of this guideline)
- C. All divisions may revise their DPC only once and to be submitted on or before the **31<sup>th</sup> day of August of the same year**.

D. All division’s targets and accomplishments should be reviewed by the PMT for recommendation to the Head of Agency for approval.

**II. Basis on the Computation of rating of the Delivery Units formulated in accordance with the abovementioned requirements.**

**A. Eligibility Criteria**

1. Operations

NCCA Strategic Performance Indicators under Persons with Disability Rights Program :

- **Outcome Indicator 1** **12.5%**  
(Percentage of resolutions, policies and plans implemented by the member agencies)
- **Outcome Indicator 2** **12.5%**  
(Percentage of Persons with Disability registered in the DOH – Philippine Registry of Persons with Disability)
- **Outcome Indicator 3** **12.5%**  
(Number / percentage and percentage increase over previous year of LGUs with programs on Persons with Disability)
- **Output Indicator 1** **12.5%**  
Number of national policies, plans and programs updated, issued and disseminated
- **Output Indicator 2** **12.5%**  
Number of consultations, trainings and IEC activities conducted
- **Strategic Goal 3** **12.5%**  
(Lead in the organization of functional disability-related structures in cities and municipalities)
- **Budget Utilization for 2019** **12.5%**  
(20% is the highest rating of delivery units utilizing 100% of the budget allocated for the project.)
- **Submission of Report** **12.5%**  
Divisions should submit duly completed and signed forms and reports to the PMT Secretariat on the set deadline Timeliness of submission of documents will be determined by the following standard of evaluation.

<b>Rating</b>	<b>Description</b>
12.5	Submitted before the deadline
10.0	Submitted on the deadline
7.5	Submitted 1 day late of the deadline
5.0	Submitted 2 days late of the deadline
2.5	Submitted 3 days late of the deadline

Division that will not submit reports will not be included in the report and computation of PBB to be submitted to AO 25.

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**Over-all Total** ..... **100%**

B. General Administration and Support Services (GASS) Targets shall include the following:

- 1. Budget Section ..... 15%
  - a. Obligations BUR computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities and projects funded in FY 2019 from all appropriation sources, including those released under the 2019 General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures;
  - b. Disbursements BUR is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2019 appropriations, net of goods and services obligated by December 31, 2019 but executed and paid only in 2019.
  - c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS) 30 days after end of each quarter, as provided in Section 102 of the FY 2019 GAA.
  
- 2. Accounting Section Requirements ..... 20%
  - a. Compliance to Public Finance Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM) in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
    - a.1. Report on Ageing of Cash Advances
    - b.2. COA Financial Report (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) (per COA Resolution 2014-003)
  - b. Sustained Compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit Findings closed in FY 2017 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2020

3. Supply/General Services Section ..... 20%

➤ Supply Section

- a. Submission of Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting it in the agency TS.
  1. FY 2019 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2019 per Section 7.3.5 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184. The same should be posted on the agency TS page on not later than one month after the issuance of this Circular.
- b. Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE) to the DBM-Procurement Service on or before October 31, 2019 in the prescribed format by DBM-PS. The same should be posted in the agency TS webpage not later than October 31, 2019.
- c. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the department's/agency's submitted to the Congress consistent with the NEP. In implementing the cash budgeting system, NCDA should subject at least 50% of NCDA budget for works, goods, and services requirements for the FY 2020 operations to Early Procurement, short of award, as early as the submission of the NEP to Congress. NCDA should update their PhilGEPS postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS on or before January 31, 2020.

To support Early Procurement, the Indicative FY 2020 APP-non CSE consistent with the FY 2020 National Expenditure Program (NEP) should be posted on the agency TS page not later than September 30, 2019.

- d. Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCI) System, per [GPPB Resolution No. 39-2017](#), complete with the following forms on or before March 31, 2019:
  1. APCPI – Self-Assessment Form;
  2. APCPI – Consolidated Procurement Monitoring Report
  3. APCPI – Procurement Capacity Development Action Plan
  4. Questionnaire

Submit either in electronic (Excel) format through [apcpi@gppb.gov.ph](mailto:apcpi@gppb.gov.ph) indicating: “2018 APCPI Initial Results of <Complete Name of Head Office/Agency> for PBB” in the subject line; or printed (signed) copies hand carried/mailed through the GPPB-TSO front desk.

- General Services Section:
  - c. Maintenance of good working condition of the workplace thru assessment of Stakeholders.
  - d. Maintenance of good working condition and cleanliness of the motor vehicle including performance of the drivers.

4. Personnel Section ..... 15%

- a. Maintain/Update the Citizen’s or Service Charter
- b. Establish and Conduct of Agency Review and Compliance Procedure of SALN pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), and CSC Resolutions Nos. 1300455 and 15000888. NCDA shall have a SALN review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015. The Agency Review and Compliance Procedure of SALN used by the NCDA SALN Review and Compliance Committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS page not later than October 1, 2019.

5. PBB Focal Person ..... 20%

- a. Good Governance Conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for 1) heightened transparency; 2) stronger public accountability; and 3) more inclusive and people – centered public service:
  - a.1. Maintain/Update the NCDA Transparency Seal
    - a.1.1 NCDA’s mandates and functions, names of its officials with their position and designation and contact information;
    - a.1.2 DBM – approved budget and corresponding targets for FY 2019
    - a.1.3 Budget and Financial Accountability Reports;
    - a.1.4 FY 2018 Major Programs and Projects categorized in accordance with the Five Key Result Areas under EO No. 43;
    - a.1.5 The program/project beneficiaries as identified in the applicable special provisions. If this portion is not applicable, agencies should indicate not applicable (NA);
    - a.1.6 Status of Implementation, evaluation and/or assessment reports;

- a.1.7 FY 2019 APP;
- a.1.8 NCDA Operations Manual;
- a.1.9 System of Ranking of Delivery Units
- a.1.10 FY 2019 Statement of Assets, Liabilities and Networth (SALN)
- a.1.11 Use the NCDA-approved SPMS in rating and ranking First and Second Level employees and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.
- 1.1.12 2019 Work and Financial Plan (WFP)

a.2. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts

b. FY 2019 Performance Targets

- b.1. Streamlining and Process Improvement of the NCDA Critical Services covering all Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to-Government (G2G) transactions as declared in NCDA Citizen’s Charter.
- b.2 Satisfaction level of the citizens/clients will be measured and reported.
- b.3 Initial Certification / Recertification of the NCDA Quality Management System (QMS) covering at least one (1) core process or frontline service. For the ISO 9001:2015 QMS certification, it must be issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members, valid and must be posted in the NCDA TS webpage on December 31, 2019.

c. Submission of Reports for FY 2019 Accomplishments duly completed and signed forms and reports to the IATF through the AO 25 Secretariat. All forms and reports should be signed by the Head or duly designated official. NCDA Physical Accomplishments and other requirements will be submitted until February 28, 2020.

- c.1 Modified Form A – Department / Agency Performance Report
- c.2 Modified Form A1 – Details of Bureau. Office Performance Report
- c.3 Citizen / Client Satisfaction Report
- c.4 Form 1
- c.5 PBB Evaluation Matrix

6. FAD In-Charge and Deputy Executive Director ..... 10%

- a. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2 s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). NCDA should comply to the following FOI requirements within the set deadline:
  - 1. The Updated People’s FOI Manual (including new designated list of FOI Receiving Officers and its detail,

- if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before November 30, 2019;
2. The FOI Reports (Agency Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) uploaded in NCDA TS page on or before January 31, 2020; and
  3. A screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal ([www.foi.gov.ph](http://www.foi.gov.ph)) submitted through email: [foipco@gmail.com](mailto:foipco@gmail.com) on or before January 31, 2020.

Over-all Total ..... 100%

### III. Ranking of Delivery Units and Rates of the FY 2019 PBB

- A. The Agency and its corresponding delivery units that meet the conditions and criteria in this guideline are eligible to the FY 2019 PBB. The Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Units
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Units

The rates of the PBB for each individual shall be based on the performance ranking of the delivery units with the rate of incentive as multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

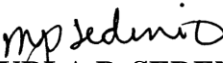
Performance Category	Multiple of Basic Salary
Best Delivery Units	65%
Better Delivery Unit	57.5%
Good Delivery Units	50%

Performance Category	Multiple of Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO, and GASS indicators.	65%
Agency achieved all GGCs and has deficiency/ies in some of its physical targets/s due to uncontrollable reasons.	57.5%
Agency achieved all GGCs and has deficiency in one of its physical targets/s due to controllable reasons.	50%


A.1. Only the personnel belonging to eligible delivery units are qualified for the PBB. The resulting ranking of delivery units shall be indicated in the MC No. 2019-1 in Form 1.0. "Report on Ranking of Offices/Delivery Units". There shall no longer be a ranking of individuals within a delivery unit.

For your approval.

Thank you.

  
**MYRLA P. SEDENIO**  
PMT Vice - Chairperson

Approved by:

  
**MATEO A. LEE, JR.**  
Officer-In-Charge