

**TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE**  
Bicutan, Taguig City

**GUIDELINES FOR RATING AND RANKING DELIVERY UNITS**

**1.0 OBJECTIVE**

To establish a system that will serve as basis in rating and ranking Delivery Units (DU) of the Technology Application and Promotion Institute (TAPI) relative to the entitlement of the Performance-Based Bonus (PBB) for CY 2017 pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1 dated March 9, 2017.

**2.0 COVERAGE**

TAPI officials and employees holding regular plantilla positions under the following DU:

- 2.1 Office of the Director (including its support staff)
- 2.2 Investment and Business Operations Division (IBOD)
- 2.3 Invention Development Division (IDD)
- 2.4 Technology Information and Promotion Division (TIPD)
- 2.5 Finance and Administrative Division (FAD)

**3.0 ELIGIBILITY CRITERIA**

Consistent with Item No. 4.0 of the AO 25 IATF MC, TAPI must be able to meet the following requirements/conditions to be eligible for the 2017 PBB:

- 3.1. Satisfy 100% of the 2017 Good Governance conditions set by the AO 25 IATF
- 3.2. Achieve the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance-Informed Budget of the FY 2017 General Appropriations Act and the targets for General Administration and Support Services
- 3.3. Use the CSC-Approved Strategic Performance Management System (SPMS) in rating and ranking the performance of First and Second Level employees and officials of TAPI. In rating the CES officers and incumbents of CES positions, the CES Performance Evaluation System shall serve as basis.

**CRITERIA IN RATING THE DELIVERY UNITS**

- 1. TAPI shall follow the system set by the AO 25 MC in the ranking of DUs. The grant of PBB for each TAPI employee shall depend on the performance eligibility and performance category of their respective DUs such as Good, Better and Best. The DU that meet the applicable requirements set by TAPI shall be eligible for the 2017 PBB such as follows:

Requirements	Responsible
All targets/performance indicators in all MFOs provided in the 2017 GAA	All DUs
QMS ISO Certification	All DUs
GASS Targets <ul style="list-style-type: none"> <li>Budget Utilization Rate</li> <li>Public Financial Management Reporting Requirements</li> <li>COA Financial Reports</li> </ul>	All DUs FAD FAD
2017 Annual Procurement Plan	All DUs/BAC
Good Governance Conditions <ul style="list-style-type: none"> <li>Transparency Seal</li> <li>PhilGEPS Posting</li> <li>Citizen's Charter including updating and improvements</li> <li>SALN submission</li> <li>FOI Manual</li> </ul>	All DUs BAC Secretariat/Procurement Unit FAD/OD All TAPI personnel TAPI FOI Receiving Officer
Individual Performance Evaluation using IPCR, DPCR	All TAPI personnel

Failure of the responsible DU/personnel to satisfy the set requirements and targets may disqualify the concerned DU/personnel from the 2017 PBB entitlement.

2. DU that meet the criteria and conditions mentioned above are entitled to the 2017 PBB and shall be ranked as follows:

Distribution	Performance Category	Rating	No. of Delivery Unit	Multiple of Basic Salary
10%	Best Delivery Unit	DU that accomplished all the requirements and obtained the highest average individual performance rating	1	0.65
25%	Better Delivery Unit	DU that accomplished all the requirements and obtained the next highest average individual performance rating	1	0.575
65%	Good Delivery Unit	DUs that accomplished all the requirements but did not qualify as Better or Best DU	3	0.50

## CRITERIA IN RATING INDIVIDUAL EMPLOYEE

The following general criteria for individual employee shall be observed:

1. TAPI Director is eligible to the PBB only if TAPI is eligible. If eligible, the PBB rate of the Director for FY 2017 shall be equivalent to 65% of his monthly basic salary as of December 31, 2017. The Director shall not be included in the Form 1.0-Report of Ranking Delivery Units.
2. Officials and employees who rendered a minimum of 9 months government service with at least obtaining a "Satisfactory" rating in two semesters of CY 2017 shall be eligible to a full PBB.
3. Officials and employees who rendered less than nine (9) months but a minimum of three (3) months government service shall be entitled to PBB on a pro-rated basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB
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%

Reasons that shall be considered valid for employees' inclusion in the 2017 PBB on a pro-rated basis:

- Newly hired employee
- Retirement
- Resignation
- Rehabilitation Leave
- Maternity Leave and/or Paternity Leave
- Vacation or Sick Leave with or without pay
- Scholarship/study leave
- Sabbatical leave

Valid grounds for officials or employees' exclusion in the 2017 PBB:

- Vacation or sick leave with or without pay for the entire year
- Guilty of administrative and/or criminal case by final and executory judgment is not eligible to 2017 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the 2017 PBB
- Failure to submit 2016 SALN
- Failure to liquidate all cash advances received in FY 2017 within the reglementary period as prescribed in COA Circular 97-002 dated Feb. 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009

- Failure to submit complete IPCR/DPCR
- Those responsible in the non compliance of prior years' audit recommendations
- Those responsible in the non compliance to QMS certification requirement or alignment
- Those responsible in the non-posting and dissemination of TAPI's system of ranking performance of delivery units

4. The following are additional criteria to be adopted for the purpose of rating and ranking the officials and employees of TAPI:

**I. INNOVATION (25%)**

Scale	Rating	Conditions
Outstanding	5	Introduced more than one innovative process/system that was adopted by the Institution
Very Satisfactory	4	Introduced at least one process/system that was adopted by the Institution
Satisfactory	3	Introduced at least one process/system that was adopted by the Division
Fair	2	Introduced innovation to improve the process/system of the Institute or the Division
Poor	1	No initiative

**II. PERFORMANCE/ACCOMPLISHMENTS (35%)**

The performance rating will be based on the Individual Performance Commitment Rating (IPCR)/Division Performance Commitment and Rating (DPCR) as approved by the TAPI Director.

Scale	Rating	Conditions
Outstanding	5	IPCR Final Average Rating: 4.5 – 5.0
Very Satisfactory	4	IPCR Final Average Rating: 3.5 – 4.4
Satisfactory	3	IPCR Final Average Rating: 2.5 – 3.4
Fair	2	IPCR Final Average Rating: 1.5 – 2.4
Poor	1	IPCR Final Average Rating: 1. – 1.4

### III. WORK ATTITUDE (25%)

This criterion comprises commitment to work, behavior and leadership. The score for all the factors will be summed up and will be divided into three.

Scale	Rating	Definition		
		Commitment to Work	Behavior	Leadership
Outstanding	5	Submits highly acceptable output at least five(5) days before the due date	Has not been issued or subjected to valid complaints.	Chaired more than one Institutional Committees or Unit
Very Satisfactory	4	Submits highly acceptable output at least three(3) days before the due date	Has not been issued or subjected to valid complaints by the superior or co-worker	Had been a member of more than two Institutional Committees or Unit
Satisfactory	3	Submits highly acceptable output on the due date	Has not been issued or subjected to valid complaints by the superior	Had been a member of at least two Institutional Committees or Unit
Fair	2	Submits highly acceptable output five(5) days after the due date	Has been subjected to valid complaints by the superior or co-worker	Had been a member of at least one Institutional Committees or Unit
Poor	1	Submits highly acceptable output six(6) or more days after the due date	Has been subjected to valid complaints	No membership to any Committee or Unit

To get the final score for work attitude, we will add the score for Commitment to Work, Behavior and Leadership then divide it by 3.

### IV. ATTENDANCE/PANCTUALITY (15%)

The attendance/punctuality rating will be based on the following:

Scale	Rating	Definition	
		Attendance	Punctuality
Outstanding	5	Not more than 8 days absent	No tardy and undertime
Very Satisfactory	4	9-12 days absent	1-10 times tardy and undertime
Satisfactory	3	13-15 days absent	11-20 times tardy and undertime
Fair	2	16-19 days absent	21-30 times tardy and undertime
Poor	1	20 or more days absent	31 or more times tardy and undertime

Note: For solo-parent, they shall be entitled to additional seven (7) days Privilege Leave.

Recommended by the Performance Management Team (PMT)



**JOVITO REY E. GONZALES**  
Chief SRS, IBOD and Chairperson, PMT


Members:




**LILIA B. FERRER**  
Chief AO, FAD



**MARION IVY D. DECENA**  
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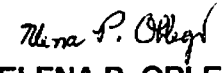
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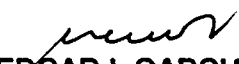


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