



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

SEP 30 2020

TAPI Office Order No. 007
Series of 2020

Subject: 2020 Guidelines in the Rating and Ranking of Delivery Units (DU)

I. Legal Basis

1. Executive Order No. 80 series of 2012
2. Executive Order No. 201 series of 2016
3. Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1 dated June 2, 2020

II. Objective:

This Office Order aims to provide the implementing guidelines in the ranking of delivery units of the Technology Application and Promotion Institute (TAPI), Department of Science and Technology for the following actions:

1. To determine the eligibility and ranking of delivery units based on their performance for the grant of 2020 Performance Based Bonus (PBB);
2. To grant PBB to qualified regular personnel based on the prescribed evaluation scheme.

III. Coverage:

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

1. Office of the Director (including its support staff)
2. Investment and Business Operations Division (IBOD)
3. Invention Development Division (IDD)
4. Technology Information and Promotion Division (TIPD)
5. Finance and Administrative Division (FAD)

IV. Eligibility Criteria for Agency

Consistent with Item No. 3.0 of the AO 25 IATF MC, TAPI must be able to meet the following requirements/conditions to be eligible for the 2020 PBB:

1. **Good Governance Conditions:** Satisfy 100% of the 2020 Good Governance conditions set by the AO 25 IATF as provided in Item 4.0 of MC 2020-01
 - a. **Maintain/Update TAPI Transparency Seal**
 - b. **Update the PhilGEPS posting of all Invitations to Bids and Awarded Contracts** pursuant to the RA 9184 for transactions above P1 Million from January 1 to

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December 31, 2020, including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment items on or before January 29, 2021.

- c. **Set-up Most Current and Updated Citizen's Charter** reflecting TAPI's improved and streamlined/re-engineered system and procedure for all its services to citizens, businesses and government agencies consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.
 - d. **Submission of Certificate of Compliance (CoC)** to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph and copy furnish the AO 25 Secretariat at ao25secretariat@dap.edu.ph on or before December 4, 2020.
2. **Physical Targets:** Achieve each one of the Performance Targets, Support to Operations, General Administration and Support Services (GASS) requirements for FY 2020 enumerated below and as indicated in Item 5.0 of MC 2020-01:
- a. **Performance Targets**
 - Streamline requirement and improvement of process of TAPI's Critical Services including digitization, development of online systems and or contactless transactions
 - Higher citizen/client satisfaction compared to baseline data
 - ISO 9001: 2015 Recertification valid as of December 31, 2020
 - b. **GASS Targets**
 - Achievement of at least 90% Budget Utilization Rate (BUR)
 - Achievement of at least 85% Disbursement BUR
 - Sustained Compliance with Audit Findings
 - Submission of Annual Procurement Plan (APP non-CSE) approved by the Head of Procuring Entity to GPPB in the format prescribed by GPPB Circular No. 07-2015 not later than March 31, 2020
 - Submission of FY 2021 APP-CSE to the DBM PS on or before December 15, 2020. The same should be posted in the TAPI Transparency Seal Website not later than December 15, 2020.
 - Undertaking of Early Procurement for at least 50% of the value of eligible Procurement Projects
 - Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System
3. **Other Cross-Cutting Requirements**
- a. **Establishment and Conduct of Agency Review and Compliance Procedure of SALN.** TAPI Director shall ensure that all its officials and employees covered by RA 6713 submitted their 2019 SALN to CSC (repository agency). The procedure should be uploaded in the TS webpage not later than October 1, 2020.
 - b. **Comply with the Freedom of Information (FOI) Program**

V. Eligibility Criteria for Individual

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 2020 shall be equivalent to 65% of his monthly basic salary as of December 31, 2020. The Director shall not be included in the Form 1.0-Report of Ranking Delivery Units.
2. In rating the TAPI Director, the CES Performance Evaluation System shall be based on the guidelines issued by the CES Board (CESB).
3. Officials and employees should at least obtain an average of "Satisfactory" rating based on TAPI's CSC-Approved Strategic Performance Management System (SPMS).
4. An employee who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB
6. Officials and employees who rendered less than nine (9) months but a minimum of three (3) months government service with at least Satisfactory rating 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%

7. Valid reasons for an employee who may not meet the nine (9) month actual service requirement to be considered for PBB on a pro-rata basis:
 - a. Newly hired employee
 - b. Retirement
 - c. Resignation
 - d. Rehabilitation Leave
 - e. Maternity Leave and/or Paternity Leave
 - f. Vacation or Sick Leave with or without pay
 - g. Scholarship/study leave
 - h. Sabbatical leave

8. Valid grounds for officials or employees' exclusion in the 2020 PBB:
- a. Those who failed to submit requirement procurement documents (e.g. APP, APP-CSE, PPMP) to GPPB and DBM-PS
 - b. Those who failed to submit required COA financial report;
 - c. Those who failed to submit quarterly budget and financial accountability report to DBM
 - d. Those who failed to submit 2019 SALN
 - e. Those who failed to review and establish compliance procedure of SALN
 - f. Those who failed to submit required FOI documents
 - g. Those who failed to update the TAPI Transparency Seal
 - h. Those who failed to post/submit TAPI's system of ranking delivery units
 - i. Those who failed to monitor and sustain compliance to with COA audit findings
 - j. Those who failed to fast track the QMS Certification/Recertification (Focal Persons, Internal Audit Team, Division Chiefs)
 - k. Those who failed to meet the PHILGEPS posting requirements
 - l. Those who failed to prepare report on streamlined processes
 - m. Those who failed to submit report on the Citizen/Client Satisfaction
 - n. Those who failed to submit report on the physical targets based on GAA
 - o. Those who failed to submit report on budget utilization rate
 - p. Those who failed to submit complete IPCR/DPCR forms
 - q. Those whose performance rating are below satisfactory (2 consecutive rating periods)
 - r. Those who failed to liquidate cash advance within the reglementary period required by COA
 - s. Those who are on vacation or sick leave with or without pay for the entire year
 - t. Those who are guilty of administrative and/or criminal case by final and executory judgment is not eligible to 2020 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the 2020 PBB

VI. Prescribed Criteria of TAPI for Individual

1. Performance/ Accomplishments (45%)

The performance rating will be based on the Individual Performance Commitment Ratings (IPCR)/ Division Performance Commitment Ratings (DPCR) for Two Consecutive Rating Periods (January-June and July to December) as approved by the TAPI Director.

Scale	Conditions
Outstanding	IPCR Final Average Rating: 5.0
Very Satisfactory	IPCR Final Average Rating: 4.0 – 4.99
Satisfactory	IPCR Final Average Rating: 3.0 – 3.99
Fair	IPCR Final Average Rating: 2.0 – 2.99
Poor	IPCR Final Average Rating: 1.0 – 1.99

2. Innovation (25%)

Criteria/Nature of Activities

Institutional Innovation	Divisional Innovation
Creation of Program/Guidelines	Revision of Guidelines
Creation of new TAPI Programs	Projects approved regardless of funding
Downloaded projects	Creation of new forms
	Improvement of process or system within the scope of work

Scale	Rating	Conditions
Outstanding	5	2 Institutional or at least 3 Divisional
Very Satisfactory	4	1 Institutional or at least 2 Divisional
Satisfactory	3	1 Divisional or introduced at least 1 Institutional that was not approved
Fair	2	Introduced 1 divisional process not implemented
Poor	1	No innovation

3. Work Attitude (20%)

Scale	Rating	Behavior	Leadership
Outstanding	5	Has not been issued or subjected to valid complaints	Chaired more than 1 institutional committee or membership to 5 institutional committees
Very Satisfactory	4	Has not been issued or subjected to valid complaints by the superior and co-worker	Chaired 1 Institutional or membership to 5 Divisional committees
Satisfactory	3	Has not been issued or subjected to valid complaints by the superior or co-worker	Membership to 3 Divisional committees
Fair	2	Has been subjected to valid complaints by the superior or co-worker	Membership to 1-2 Divisional committees
Poor	1	Has been subjected to valid complaints either internal and external	No committee membership

4. Attendance/Punctuality (10%)

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.

VII. Ranking of Delivery Units (DU)

TAPI shall follow the system set by the AO 25 MC 2020-01 in the ranking of the delivery units and the agency's prescribed evaluation criteria for individual employees.

In ranking of DUs, individual rating of the employee will be averaged per delivery unit and will be the basis in the granting of PBB for CY 2020:

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

This Order takes effect immediately.

Approved by:


EDGAR I. GARCIA
 Director, TAPI