

TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE
DOST Compound, Bicutan, Taguig City

2019 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 2019 pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-1 dated September 3, 2019.

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. 3.0 of the AO 25 IATF MC, TAPI must be able to meet the following requirements/conditions to be eligible for the 2019 PBB:

A. DELIVERY UNITS:

3.1. Satisfy 100% of the 2019 Good Governance conditions set by the AO 25 IATF as follows:

- 3.1.1 Maintain/Update TAPI Transparency Seal
- 3.1.2 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 December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment items.
- 3.1.3 Maintain/Update Citizen's Charter 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. Submission of Certificate of Compliance must be on or before December 31, 2019.

3.2. Achieve each one of the Physical Targets, Support to Operations, General Administration and Support Services requirements for FY 2019 as follows:

- 3.2.1 Streamline and Process Improvement of TAPI's Critical Services using Annex 3A Modified Form A-Department /Agency Performance Report and following streamlining criteria as follows:
 - a. Number of Steps
 - b. Turnaround Time
 - c. Number of Signatures
 - d. Number of Required Documents
 - e. Transaction Costs
 - f. Substantive Compliance costs
- 3.2.2 Citizen/Client Satisfaction
- 3.2.3 ISO 9001: 2015 Recertification
- 3.2.4 Budget Utilization Rate which consist of
 - a. Obligation BUR
 - b. Disbursement BUR
- 3.2.5 Sustained Compliance with Audit Findings
- 3.2.6 Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARS) Online Using the DBM's Online Reporting System (URS)
- 3.2.7 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
 - a. Submission of FY 2019 APP-non CSE on March 31, 2019
 - b. Submission of FY 2020 APP-CSE to the DBM PS on or before October 31, 2019. The same should be posted in the TAPI Transparency Seal Website not later than October 31, 2019.
 - c. Undertaking of Early Procurement for at least 50% of the value of goods and services based on TAPI's budget submitted to Congress consistent with NEP. This should be posted in the TAPI Transparency Seal page not later than September 30, 2019
 - d. Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System on or before March 31, 2019
- 3.2.8 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, 2019.
- 3.2.9 Comply with the Freedom of Information (FOI) Program

B. 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 2019 shall be equivalent to 65% of his monthly basic

salary as of December 31, 2019. The Director shall not be included in the Form 1.0-Report of Ranking Delivery Units.

2. Officials and employees should at least obtained a "Satisfactory" rating based on TAPI's CSC-Approved Strategic Performance Management System (SPMS). In rating the TAPI Director, the CES Performance Evaluation System shall serve as basis.
3. 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.
4. 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
5. 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% |

Reasons that shall be considered valid for employees' inclusion in the 2019 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 2018 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 2018 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the 2019 PBB
- Failure to submit 2018 SALN

- Failure to liquidate all cash advances received in FY 2019 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

C. Additional Points for Individual Eligibility:

1. Innovation
2. Work Attitude
3. Attendance/Punctuality

4.0 RANKING OF DELIVERY UNITS (DU)

DU that meet the criteria and conditions mentioned above are entitled to the 2019 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 |

Approved by:


EDGAR I. GARCIA
 Director, TAPI