

TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE
DOST Compound, 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 2018 pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated May 28, 2018.

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 2018 PBB:

A. DELIVERY UNITS:

3.1. Satisfy 100% of the 2018 Good Governance conditions set by the AO 25 IATF as follows:

3.1.1 Maintain/Update TAPI Transparency Seal as follows:

- Agency's mandate and functions
- Annual Financial Reports
- DBM Approved Budget and Targets
- Major Projects and Programs, Beneficiaries and Status of Implementation
- QMS Certification to ISO 9001:2015
- System of Agency Ranking Delivery Units for FY 2018 PBB
- Review and Compliance Procedure for SALN
- FOI Manual signed by TAPI

3.1.2 Posting/Updating PhilGEPS posting of all invitations to Bids and Awarded Contracts

3.1.3 Maintain/Update Citizen's Charter

3.2. Achieve each one of the Physical Targets, Support to Operations, General Administration and Support Services and other cross-cutting requirements for FY 2018 as follows:

- 3.2.1 Streamline and Process Improvement of TAPI's Critical Services
- 3.2.2 Citizen/Client Satisfaction
- 3.2.3 ISO Certification to 9001:2015 Standard
- 3.2.4 Budget Utilization Rate
- 3.2.5 Sustained Compliance with Audit Findings
- 3.2.6 Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARS)
- 3.2.7 Submission of Annual Procurement Plan (APP non-CSE)
- 3.2.8 Submission of FY 2019 Annual Procurement Plan Common Use Supplies and Equipment (FY 2019 APP-CSE)
- 3.2.9 Undertaking of Early Procurement for at least 50% of the value of goods and services
- 3.2.10 Submission of results of FY 2017 Agency Procurement Compliance and Performance Indicators (APCPI) System
- 3.2.11 Establishment and Conduct of Agency Review and Compliance Procedure of SALN
- 3.2.12 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 2018 shall be equivalent to 65% of his monthly basic salary as of December 31, 2018. 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. 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 2018 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 2018 PBB
- Failure to submit 2017 SALN
- Failure to liquidate all cash advances received in FY 2018 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 Criteria:

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: 5.0
Very Satisfactory	4	IPCR Final Average Rating: 4.0 – 4.99
Satisfactory	3	IPCR Final Average Rating: 3.0 – 3.99
Fair	2	IPCR Final Average Rating: 2.0 – 2.99
Poor	1	IPCR Final Average Rating: 1.0 – 1.99

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

Work Attitude (25%)

	Rating	Timeliness*	Behavior	Leadership
Outstanding	5	1 day after the end of the month	Has not been issued or subjected to valid complaints	Chaired more than 1 institutional committee or membership to 5 institutional committees
Very Satisfactory	4	3 days after the end of the month	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	5 days after the end of the month	Has not been issued or subjected to valid complaints by the superior or co-worker	Membership to 3 Divisional committees
Fair	2	7 days after the end of the month	Has been subjected to valid complaints by the superior or co-worker	Membership to 1-2 Divisional committees
Poor	1	8 days or later	Has been subjected to valid complaints either internal and external	No committee membership

* For Technical - Monthly Accomplishment Report
For Non-Technical – various reports submitted to DBM, COA, CSC, GSIS, etc.

Attendance/Punctuality (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.

4.0 RANKING OF DELIVERY UNITS (DU)

DU that meet the criteria and conditions mentioned above are entitled to the 2018 PBB and shall be ranked as follows:

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

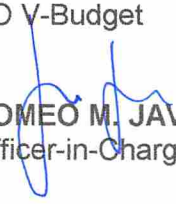
Recommended by the Performance Management Team (PMT)

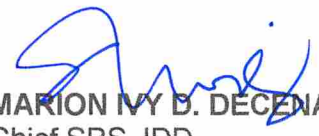

LILIA B. FERRER
Chief AO, FAD

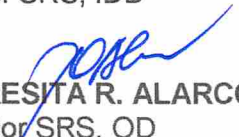

NORA P. GUMIA
Chief SRS, TIPD

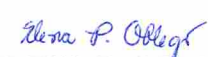

LOURDES C. PALILEO
AO V-HR


JOSEPHINE Q. REYES
AO V-Budget


ROMEO M. JAVATE
Officer-in-Charge, IBOD



MARION IVY D. DECENA
Chief SRS, IDD


TERESITA R. ALARCON
Senior SRS, OD


ELENA P. OBLEGO
Planning Officer III


MARIA THERESA A. SOBREMISANA
TAPIEA President

Approved by:


EDGAR I. GARCIA
Director, TAPI