

**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 of the Technology Application and Promotion Institute (TAPI) relative to the entitlement of the Performance-based Bonus (PBB) for CY 2016 pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1 dated May 12, 2016 and Memorandum Circular No. 2016-2 dated October 12, 2016.

**2.0 COVERAGE**

In TAPI we have Delivery Units as follows:

- 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**

To be eligible to the PBB, TAPI must be able to meet the criteria as stipulated in the Memorandum Circular issued by the IATF mentioned above as follows:

- a. Must achieve FY 2016 GAA MFO performance targets
- b. Must achieve targets for STO and GASS. Targets shall be:
  - b.1 Budget Utilization Rate
  - b.2 Public Financial Management reporting requirements of COA and DBM
  - b.3 Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicator System
  - b.4 Submission of APP for 2016 based on the approved budget to the GPPB
- c. Satisfy 100% of the 2016 Good Governance conditions set by the AO 25 IATF for FY 2015
  - c.1 Maintain and update transparency seal which shall include:
    - FY 2016 Annual Procurement Plan
    - QMS ISO Certification
    - System of Ranking Delivery Units
  - c.2. Maintain and update PhilGEPS posting

C3. Maintain/update Citizen's Charter

d. Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials of TAPI.

e. Satisfy all other conditions issued in relation to the entitlement and grant of PBB such as:

- Employees under regular plantilla
- Employees who received at least a satisfactory rating based on CSC approved SPMS
- 3<sup>rd</sup> level officials with at least a satisfactory rating under CESPES
- Employees with minimum of 9 months government service shall be entitled to full PBB
- Employees with minimum of 3 months but less than 9 months of length of service shall receive pro-rated incentives

**4.0 RANKING AND RATING OF DELIVERY UNITS**

4.1 Delivery Units that meet the criteria and conditions mentioned in 3.0 above are entitled to the PBB for FY 2016 and shall be ranked as follows:

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

4.2 Delivery Units shall be rated as follows:

<b>Performance Category</b>	<b>Rating</b>
Best Delivery Unit	Delivery Unit that obtained the highest average individual performance rating
Better Delivery Unit	Delivery Unit that obtained the next highest average individual performance rating
Good Delivery Unit	Delivery Unit that did not qualify as Best and Better Delivery Units

**5.0 RATING AND RANKING OF INDIVIDUALS**

The following are the criteria that shall be adopted for the purpose of rating and ranking the officials and employees of TAPI:

**5.1 INNOVATION (25%)**

Innovation criteria will be based on the following:

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

## 5.2 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	Definition
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 : 1.0 – 1.4

## 5.3 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 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 Superior	Had been a member of least two Institutional Committees or Unit
Fair	2	Submits acceptable output five (5) days after the due date	Has been subjected to valid complaints by Superior or co-worker	Had been a member of at least one Institutional Committees or Unit
Poor	1	Submits an acceptable output six (6) days or more 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.

#### 5.4 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

#### 6. SUMMARY RATING FOR INDIVIDUAL EMPLOYEES

The individual rating for Performance-based Bonus Form attached as Annex A shall be used to determine the summary rating of individual employees of TAPI.

**7. RATES OF THE FY 2016 PBB**

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit	50%

**Recommended by the Performance Management Team (PMT)**

 **LILIA B. FERRER**  **JOVITO REY E. GONZALES**  **NORA P. GUMIA** **ATTY. MARION IVY D. DECENA**

 **TERESITA O. DE VERA** **ROMEO M. JAVATE**  **ELENA P. OBLEGO**

 **JOSEPHINE Q. REYES**  **LOURDES C. PALILEO**

**Approved by:**

  
**EDGAR I. GARCIA**  
Director

REPUBLIC OF THE PHILIPPINES  
 Department of Science and Technology  
**TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE**  
 Bicutan, Taguig City

**INDIVIDUAL RATING FOR PERFORMANCE-BASED BONUS**

**NAME:** \_\_\_\_\_  
**POSITION:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

**Period Covered:** \_\_\_\_\_

Factor	% Weight	Rating	Weighted Score
<b>INNOVATION</b> - The capability of the individual to introduce innovative process/system that can be adapted by the Institute.	<b>25</b>		
<b>PERFORMANCE/ACCOMPLISHMENT</b> - Covers individual's measure of performance based on the Individual Performance Commitment Rating (IPCR).	<b>35</b>		
<b>WORK ATTITUDE</b> - The assessment of the individual's commitment to work, behavior and leadership ability.	<b>25</b>		
<b>ATTENDANCE/PUNCTUALITY</b> - Covers individual's show of responsibility as manifested by his reporting for work on prescribed days and time	<b>15</b>		
<b>TOTAL SCORE</b>	<b><u>100</u></b>		<b><u>0.00</u></b>

**Adjective Rating:** \_\_\_\_\_

- 4.5 - 5.0 = 5 - Outstanding
- 3.5 - 4.4 = 4 - Very Satisfactory
- 2.5 - 3.4 = 3 - Satisfactory
- 1.5 - 2.4 = 2 - Fair
- 1.0 - 1.4 = 1 - Poor

**Rated by:** \_\_\_\_\_  
 Immediate Supervisor

Employee's acknowledgement or comments, if any:

**Validated by:** \_\_\_\_\_  
 Performance Management Team

\_\_\_\_\_  
 \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
**EDGAR I. GARCIA**  
 Director

\_\_\_\_\_  
 Signature of Employee