

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY
2015**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

System of Ranking the Delivery Units in PCIEERD

1. The following are the identified delivery units of the Council:
 - a. **R&D Management Services – Group 1**

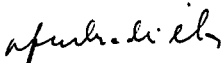
This group is composed of the following divisions: Industrial Technology Development Division (ITDD), Emerging Technology Development Division (ETDD) and the Energy and Utilities Systems Technology Development Division (EUSTDD). The group has similar functions and are primarily tasked to formulate S&T sectoral plans as well as coordinate, evaluate and monitor R&D programs and projects relating to their respective areas sectors or priority concerns.
 - b. **Technical Support Services – Group 2**

This group is composed of the following divisions: Human Resource and Institution Development Division (HRIDD), Research Information and Technology Transfer Division (RITTD) and the Policy Coordination and Monitoring Division (PCMD). The group provide technical support and S&T services such as human resource and institution development, research information, technology transfer, policy coordination and monitoring.
 - c. **Management, Finance, and Administrative Services – Group 3**

The group is composed of the Office of the Executive Director (OED), and the Finance and Administrative Division (FAD). The OED oversees the operations of the Council while FAD handles administrative (personnel, supply, property and records management) and financial (accounting, budget and cash) operations.
2. These delivery units will be evaluated and ranked according to the following criteria:
 - a. Results from the Strategic Performance Management System (SPMS)
 - b. Actual accomplishments vis-à-vis the targets set by the delivery units based on the:
 - i. Major Final Outputs (MFOs)
 - ii. Scorecard
 - iii. Budget Utilization Rate
 - iv. Submission of required reports

System of Ranking Individual Personnel

Individual personnel of PCIEERD are ranked based on the final ratings of the Individual Performance Commitment and Review (IPCR) Form of the Strategic Performance Management System (SPMS). In order to validate the ranking, personnel are further ranked within their respective divisions and by functions across divisions. A personnel has to be listed at least twice in any of the rankings in order to be included or considered in the best performer category.


MILDRED F. CABRADILLA
Administrative Officer- Personnel

Date: October 30, 2015


CARLOS PRIMO C. DAVID, Ph.D.
Executive Director

Date: October 30, 2015