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**Department of Agriculture**  
**AGRICULTURAL CREDIT POLICY COUNCIL**  
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## OFFICE ORDER

No. 02

September 30, 2021

**Subject : Guidelines in Ranking Delivery Units and Individuals as Basis for Granting the Performance-Based Bonus (PBB) for FY 2021**

Consistent with Inter-Agency Task Force (IATF) Memorandum Circular No. 2021-01 dated June 03, 2021, the Agricultural Credit Policy Council issues this Office Order on the Guidelines on ranking delivery units and individuals as Basis for granting the PBB for FY 2021.

### I. DELIVERY UNITS (DUs)

The Agricultural Credit Policy Council (ACPC) is comprised of the following Delivery Units (DUs)

1	OED	Office of the Executive Director
2	PPPDAS	Policy, Planning, Program Development and Advocacy Staff
3	PMISMS	Program Monitoring and Information System Management Staff
4	FMS	Fund Management Staff
5	AFMS	Administrative, Financial and Management Staff

### II. RANKING OF DELIVERY UNITS

A two-stage process for ranking of DUs will be followed:

#### 1. FIRST STAGE RANKING

- A. For the first stage, ranking of delivery units will be done per cluster. Eligible DUs shall be clustered into five (5) groups. Ranking within the cluster shall be done by the ACPC Executive Director and Directors who directly oversee and observe the performance of the Delivery Units, as shown below:



<b>CLUSTER</b>	<b>RATER/S</b>	<b>DELIVERY UNITS TO BE RANKED</b>
<b>Cluster 1:</b>		
Office of the Executive Director	Executive Director	1. PPPDAS 2. MD 3. FMS 4. AFMS
<b>Cluster 2</b>		
Policy, Planning, Program Development and Advocacy Staff	Director II	1. PPD 2. ACD 3. PDD 4. AD
<b>Cluster 3</b>		
Program Monitoring and Information System Management Staff	Director II	1. MD 2. ISMD
<b>Cluster 4</b>		
Fund Management Staff	Director II	1. FRD 2. ADD
<b>Cluster 5</b>		
Administrative, Financial and Management Staff	Director II	1. AD 2. FMD

- B. Each cluster head will have the option to rank the delivery units ordinally (i.e, with 1 being the top performer and 3 being the bottom performer) or forced ranked them using the adjectival rating of Best, Better or Good.
- C. The DUs shall be forced ranked per cluster based on the following percentage distribution:

<b>CLUSTER NUMBER</b>	<b>NO.OF DUs</b>	<b>NO. OF DELIVERY UNITS TO BE RANK AS:</b>		
		<b>BEST (Top 10%)</b>	<b>BETTER (Next 25%)</b>	<b>GOOD (Next 65%)</b>
1	4	1	1	1
2	4	1	1	1
3	2	1	1	1
4	2	1	1	1
5	2	1	1	1
<b>TOTAL</b>	<b>14</b>	<b>5</b>	<b>5</b>	<b>5</b>

- D. Each cluster shall circulate to officials and employees concerned the agreed criteria to be applied prior to the conduct of actual ranking. The rater/s within

each cluster shall assess the DU under their respective clusters against the agreed criteria and determine their rating and ranking.

- E. The rater/s shall discuss the result of the assessment with the heads of the delivery units.

## 2. SECOND STAGE RANKING

The results of the first stage ranking will then be forwarded to the Executive Director for the determination of the final ranking, using the following distribution:

NO. OF DUs	NO. OF DUs TO BE RANKED AS:		
	BEST (Top 10%)	BETTER (Next 25%)	GOOD (Next 65 %)
5	1	1	3

## III. RESPONSIBILITIES

Units	Responsibilities
Delivery Units/Divisions	<ul style="list-style-type: none"> <li>▪ Submit, at the end of performance rating period, accomplished OPCR Form to the Policy and Planning Division (PPD).</li> <li>▪ Ensure that PBB targets are harmonized with the commitments stated in their respective OPCR and accomplishment reports are consistent with required budget accountability report/s.</li> </ul>
Policy and Planning Division (PPD)	<ul style="list-style-type: none"> <li>▪ Coordinate and monitor the Agency's compliance with IATF requirements, i.e. accomplishment report, etc.</li> <li>▪ Consolidates, reviews, and validates the initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses.</li> <li>▪ Monitors submission of accomplished OPCR Forms and schedule the review/evaluation by the PMT.</li> </ul>
Administrative Division	<ul style="list-style-type: none"> <li>▪ Monitors submission of IPCR Form.</li> <li>▪ Reviews the Summary List of Individual Performance Rating.</li> </ul>
Performance Management Team (PMT)	<ul style="list-style-type: none"> <li>▪ Ensures that Office performance targets, measure and budget are aligned with those of the Agency.</li> <li>▪ Recommends approval of the OPCR.</li> <li>▪ Acts as Appeals body and final arbiter.</li> <li>▪ Oversee the implementation of these Guidelines and issue necessary rules, regulations, policies, and directives.</li> </ul>

#### **IV. ELIGIBILITY CRITERIA FOR ACPC OFFICIALS AND EMPLOYEES**

- A. For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
  - 1. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of Memorandum Circular No. 2021-01 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.
  - 2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of the said Memo will also be isolated from the grant of the FY 2021 PBB.
- B. Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- C. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- D. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- E. Personnel 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.
- F. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items A and B of the Eligibility Criteria for ACPC Officials and Employees.
- G. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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%

H. The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on pro-rata basis:

1. Being a newly hired employee
2. Retirement
3. Resignation
4. Rehabilitation Leave
5. Maternity Leave and/or Paternity Leave
6. Vacation or Sick Leave with or without pay
7. Scholarship/Study Leave
8. Sabbatical Leave

**V. EXCLUSION FROM THE GRANT OF THE PBB FOR FY 2021**

- A. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
- B. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- C. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
- D. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

## **VI. INFORMATION DISSEMINATION**

Copies of this guideline shall be distributed to all Unit Document Control Officers (UDCO). For questions and other clarifications, employees may contact the Human Resource Management Section through the email of the Human Resource Management Officer ([galsalanio@acpc.gov.ph](mailto:galsalanio@acpc.gov.ph)) or by calling the 8634-3320.

## **VII. EFFECTIVITY**

This Office Order shall take effect immediately.



**JOCELYN ALMA R. BADIOLA**  
Executive Director

