



31 July 2018

**DEPARTMENT ORDER**

No. 08

Series of 2018

**SUBJECT : Guidelines on the ranking of DA-OSEC delivery units as basis for the granting of Performance-Based Bonus (PBB) in FY 2018**

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In addition to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated 28 May 2018, the Department will implement the following guidelines on the ranking of DA-OSEC delivery units as basis for the granting of Performance-Based Bonus (PBB) in FY 2018.

**I. Delivery units/offices to be ranked**

Based on Section 8.2 of the IATF Memorandum Circular No. 2018-1, the following are the delivery units/offices for this Department:

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| 1. Office of the Secretary *                         | 17. Bureau of Soils & Water Management |
| 2. Administrative Service                            | 18. Regional Field Office CAR          |
| 3. Agribusiness and Marketing Assistance Service     | 19. Regional Field Office I            |
| 4. Field Operations Service                          | 20. Regional Field Office II           |
| 5. Financial and Management Service                  | 21. Regional Field Office III          |
| 6. Information and Communications Technology Service | 22. Regional Field Office -CALABARZON  |
| 7. Internal Audit Service                            | 23. Regional Field Office - MIMAROPA   |
| 8. Legal Service                                     | 24. Regional Field Office V            |
| 9. Planning and Monitoring Service                   | 25. Regional Field Office VI           |
| 10. Policy Research Service                          | 26. Regional Field Office VII          |
| 11. Project Development Service                      | 27. Regional Field Office VIII         |
| 12. Agricultural Training Institute                  | 28. Regional Field Office IX           |
| 13. Bureau of Agricultural Research                  | 29. Regional Field Office X            |
| 14. Bureau of Agriculture & Fisheries Standard       | 30. Regional Field Office XI           |
| 15. Bureau of Animal Industry                        | 31. Regional Field Office XII **       |
| 16. Bureau of Plant Industry                         | 32. Regional Field Office XIII         |

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**TOTAL DA DELIVERY UNITS: 32**

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\* Includes Offices of the Undersecretaries, Assistant Secretaries & support staff of the Secretary

\*\* Includes Office of the SOCSKARGEN Area Development Project

The above delivery units/offices will be grouped according to similarities of tasks and responsibilities. In this case, the following groupings will be considered:

<b>Group</b>	<b>Delivery units/offices</b>
1	<b>Regional Field Offices (15)</b> (CAR, I, II, III, CALABARZON, MIMAROPA, V, VI, VII, VIII, IX, X, XI, XII, XIII)
2	<b>Bureaus (6)</b> (ATI, BAR, BAFS, BAI, BPI, BSWM)
3	<b>Services (11)</b> (Office of the Secretary, Admin Service, AMAS, FOS, FMS, ICTS, IAS, Legal Service, PMS, PRS, PDS)

The delivery units/offices eligible to PBB in each group will be forced rank according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>	<b>No. of delivery units/offices</b>			<b>Total</b>
		<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>	
Top 10%	Best Delivery unit/office	1	1	1	3
Next 25%	Better Delivery unit/office	4	1	3	8
Next 65%	Good Delivery unit/office	10	4	7	21
<b>TOTAL</b>		15	6	11	32

## II. Ranking Committees

The ranking committee for Groups 1 and 2 (Regional Field Offices and Bureaus) will be the Performance Management Group (PMG). To ensure fairness in the assessment and ranking of delivery units/offices under Group 3 (Services), the PMG will be assisted by a ranking committee, with the following composition:

- Chair : Director, BAFS  
 Vice-Chair : Director, BSWM  
 Members : Director, BAI or authorized representative  
           : Director, ATI or authorized representative
- Secretariat : Personnel Division and  
               : Monitoring & Evaluation Division

The result of their assessment will be submitted to the PMG for approval.

### III. Mechanics of ranking the performance of delivery units/offices

Based on the groupings described above, each group will follow these mechanics in ranking of performance of delivery units/offices:

1. The following delivery units/offices will be ranked according to the following criteria and weights/rating.

Criteria	Weights (%)
<p>1. Performance Targets achieved (100%) under Operations (i.e. Streamlining and process improvement of services as well as higher citizen/client satisfaction), Support to Operations (STO) and General Administration and Support Services (GASS) provided in Section 6.</p> <p>In addition, all Good Governance Conditions (for FY 2018 set by the AO 25 IATF as provided in Section 5) of the Delivery unit/offices are compliant.</p> <p><b>NOTE:</b> If the delivery unit/office is non-compliant in one or more GGCs, the delivery unit/office is automatically considered as GOOD delivery unit/office.</p>	60%
<p>2. Performance targets* achieved (100%) for indicators other than those indicators committed in number 1.</p> <p>* For RFOs and Bureaus: commitments in the GAA FY 2018 and Budget Execution Document (refer to list of indicators in Annex 1)</p> <p>For Services: commitments in the GAA FY 2018 (if applicable) and OPCR</p>	40%

3. The ranking committees will use point system for rating the accomplishments of all committed indicators, as follows:

Percentage Accomplishment	Points
• 100% and above	5
• 95.0% to 99.9%	3
• 90% to 94.9%	1
• Below 90.0%	0

4. The following are tie-breaking criteria for delivery units/offices:

Criteria	Additional Points
<p>Submission of reports and requirements:</p> <p>a. Timeliness</p> <p>b. Consistency (no changing of submitted accomplishment reports during the year)</p>	1

- Absolutely no change in the reported accomplishment for all performance indicators	5
- With change in the reported accomplishment for one performance indicator	3
- With change in the reported accomplishment for two performance indicators	1
- With change in the reported accomplishment for three or more performance indicators	0

In case there are still unresolved issues in the ranking of delivery offices/units, the ranking committees shall elevate it to the Secretary. The Secretary's decision shall be considered as final.

- There shall no longer be a ranking of individuals within a delivery unit/office. The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery unit/office	0.65
Better Delivery unit/office	0.575
Good Delivery unit/office	0.50

#### IV. Appeals/Complaints on Rating

Complaints regarding rating and other PBB-related concerns must be filed to the Focal Person for Complaints Desk within 5 working days upon receipt of their performance evaluation. If necessary, the focal person can elevate it to the PMG for discussion and the latter shall resolve concerns within 10 working days upon receipt of the appeal/complaint.

EMMANUEL N. PIÑOL  
Secretary

DEPARTMENT OF AGRICULTURE  
 In replying pls cite this code  
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## ANNEX 1. LIST OF INDICATORS FOR FY 2018

### GAA COMMITMENTS

#### Program 1: Technical and Support Services

##### Outcome Indicators:

1. Percentage of beneficiaries rating the technical support services to be at least satisfactory
2. Percentage of deliveries of Production Support Services validated by LGUs to have been delivered at the appropriate time

##### Output Indicators:

1. No. of Provinces & Chartered Cities provided with production support services and support to construct market-related infrastructure
2. No. of group beneficiaries provided with market development services
3. No. of extension workers trained to support the capacity of LGUs ( LGU extension workers trained)
4. No. of farmers, fisherfolk, and other beneficiaries provided with training support services

#### Program 2: Agricultural Machinery, Equipment, Facilities & Infrastructure Program

##### Outcome Indicator:

1. Percentage of beneficiaries rating the provision of agricultural machinery, equipment, facilities, and installation of small-scale irrigation projects to be at least satisfactory

##### Output Indicators:

1. No. of provinces and chartered cities provided with agricultural machineries, equipment, facilities, and small-scale irrigation projects
2. No. of hectares of service area generated from the establishment and installation of SSIPs
3. No. of kilometers of FMR validated for construction/rehabilitation
4. Percentage of DPWH-constructed FMRs monitored

#### Program 3: Agriculture and Fishery Policy Program

##### Outcome Indicator:

1. No. of policies issued and disseminated

##### Output Indicator:

1. No. of policies supported and endorsed for approval

#### Program 4: Agriculture and Fishery Regulatory Support Program

##### Outcome Indicator:

1. No. of provinces with control of incidence of major pests and diseases maintained at zero incidence
  - a. Foot and Mouth Disease
  - b. Avian Influenza

##### Output Indicators:

## **ANNEX 1. LIST OF INDICATORS FOR FY 2018**

1. Percentage of application for quarantine and sanitary and phytosanitary (SPS) clearance processed within 1 day
2. No. of Agri-fishery standards developed
3. Percentage of new agriculture facilities and products that have been inspected at least once a year

### **Program 5: Locally-Funded and Foreign-Assisted Program**

#### **Outcome Indicator:**

1. No. of agriculture and fishery based enterprises assisted

#### **Output Indicator:**

1. Percentage of amount of approved FMR sub-projects to the total amount of FMR allocation

## **BUDGET EXECUTION DOCUMENTS (BED) COMMITMENTS**

### **Program 1: Technical and Support Services**

Beneficiaries of specific goods and services delivered

1. Groups
2. Individuals

#### **Sub-Program 1: Production Support Services**

1. Seeds distributed
2. Planting materials
3. Animals distributed
4. Biological control agents distributed
5. Fertilizer and soil ameliorants distributed
6. Semen straws distributed
7. Biologics, vaccines and drugs distributed
8. Testing kits distributed
9. Farm implements distributed
10. Pest control equipment distributed

#### **Sub-Program 2: Market Development Services**

1. Market-related events assisted
2. Market-related events conducted
3. Market-related events funded

#### **Sub-Program 3: Extension Support, Education and Training Services**

1. Training events conducted (FFS, POT, TOT, SOA)
2. Other training and training-related events conducted

#### **Sub-Program 4: Research and Development**

1. New R&D activities conducted
2. Continuing R&D activities conducted
3. Completed R&D activities conducted
4. New R&D activities funded
5. Continuing R&D activities funded
6. Completed R&D activities funded

## **ANNEX 1. LIST OF INDICATORS FOR FY 2018**

### **Program 2: Agricultural Machinery, Equipment, facilities and Infrastructure Program**

1. Group of farmers assisted with agricultural equipment and facilities

#### **Sub-Program 1: Provision of Agricultural Equipment and Facilities**

1. Farm production-related machinery and equipment distributed
2. Production facilities established
3. Production facilities rehabilitated
4. Production facilities upgraded
5. PH equipment and machineries distributed
6. PH facilities constructed
7. PH facilities rehabilitated
8. Other infrastructures constructed

#### **Sub-Program 2: Irrigation Network Services**

1. Small-scale irrigation projects installed/constructed/distributed
2. Small-scale irrigation projects rehabilitated

### **Program 4: Agriculture and Fishery Regulatory Support Program**

1. Regulatory documents issued