



Republic of the Philippines

NATIONAL COUNCIL ON DISABILITY AFFAIRS

October 24, 2016

MEMORANDUM:

FOR: CARMEN REYES-ZUBIAGA
Officer-In-Charge

FROM: THE PERFORMANCE MANAGEMENT TEAM (PMT) CHAIRPERSON

**SUBJECT: NCDA SYSTEM OF RANKING FOR THE DELIVERY UNITS FOR
THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB)
FY 2016**

May we respectfully submit the following criteria as the basis for ranking the Division's performance for the grant of Performance-Based Bonus (PBB) for CY 2016, which the Performance Management Team (PMT):

I. Conditions to Qualify for the Grant of the PBB

The Agency and its delivery units must meet the conditions and criteria set by AO 25 Secretariat/Inter-Agency Task Force Memorandum Circular No. 2016-1 to qualify for the grant of PBB for FY 2016 as follows:

- A. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Output (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA and General Administration and Support Services (GASS);
- B. Satisfy 100% of the Good Governance Conditions (GGCs) set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016;
- C. Use the DSWD SPMS in rating the performance of First and Second Level employees of NCDA and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of Career Executive Service (CES) officials and incumbents of CES positions.

II. Basis on the Computation of rating of the Delivery Units formulated in accordance with the abovementioned requirements.

A. Eligibility Criteria

1. Operations

NCDA Major Final Output Accomplishment – Accomplishment of the Policy Advisory Services on Disability Affairs shall be the basis of assessing performance of the delivery units with its Performance Indicators, Strategic Goals and Budget Utilization as the Key Result Areas (KRA) with 20% designated weight value for each KRA.

➤ Performance Indicator 1 (No. of national policies, plans and programs updated, issued, and disseminated.) (20% is the highest accomplishment value based on the target set of the Division's commitment in the Office Performance Contract and Review (OPCR))	- 20%
➤ Performance Indicator 2 (Average percentage of stakeholders who rate the policy, plan and program as good or better) (20% is the highest rating of the Division rated by Stakeholders based on the evaluation form submitted by the delivery units.)	- 20%
➤ Performance Indicator 3 (Percentage of national policies and plans updated, issued and disseminated in the last three years)	- 15%
Sub-total	55%
➤ Strategic Goal 3 – (Lead in the organization of functional disability-related structures in cities and municipalities) (20% is the highest rating of accomplishment targeted by the delivery units in the OPCR.)	- 20%
➤ Budget Utilization for 2016 (20% is the highest rating of delivery units utilizing 90% of the budget allocated for the project.)	- 20%
➤ Submission of Report – Divisions should submit duly completed and signed forms and reports to the PMT Secretariat on the set deadline (5% is the highest rating of the delivery units; 1 day late-4%; 2 days late-3%; 3 days late-2%; 4 days late-1%)	- 5%
Sub-total	45%
Over-all Total	100%

A. General Administration and Support Services (GASS)

The GASS Key Result Areas are:

1. Budget Section	25%
a. Submission of Budget Requirements to DBM	
a.1. Obligation Budget Utilization Rate (BUR) computed as obligations against all allotments available for FY 2016, including those released under the "GAA as a release documents" policy;	
a.2. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.	
a.3. Budget and Financial Accountability Reports (BFAR)	