



Republic of the Philippines

NATIONAL COUNCIL ON DISABILITY AFFAIRS

January 3, 2018

MEMORANDUM:

FOR: CARMEN REYES-ZUBIAGA
Officer-In-Charge

FROM: THE PERFORMANCE MANAGEMENT TEAM (PMT)
CHAIRPERSON

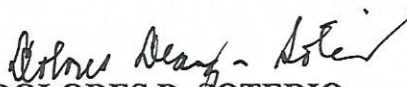
SUBJECT: SUPPLEMENTAL GUIDELINES FOR THE NCDA SYSTEM
OF RANKING FOR THE DELIVERY UNITS FOR THE GRANT
OF THE PERFORMANCE-BASED BONUS (PBB) FY 2017

May we respectfully submit the following criteria as the basis for the ranking of the Division's performance for the grant of Performance-Based Bonus (PBB) for CY 2017:

1. All divisions should comply with the date of submission of the Division Performance Contract (DPC) and Division Performance Contract Review (DPCR) unless there is an extension given by Management. Any submission done after the deadline will no longer be accepted by the PMT.
2. All divisions may revise their DPC only once and to be submitted on or before the **30th day of September of the same year.**
3. All division's targets and accomplishments should be reviewed by the PMT for recommendation to the Head of Agency for approval.

For your approval.

Thank you.


DOLORES D. SOTERIO
Planning Officer V

Approved by:


Carmen Reyes-Zubiaga
Officer-In-Charge