

**Philippine Institute for Development Studies**  
**Criteria and Ranking System in the Grant of Performance-Based**  
**Bonus (PBB) for CY 2014**

**1. Legal Bases**

The criteria and ranking system herein provided for CY 2014 are pursuant to the following issuances:

- a. Inter-Agency Task Force (IATF) Memorandum Circular No. 2013-01 dated August 2, 2013 titled "Guidelines on the Submission of Accomplishment Reports and Requests for Release of Funds for Payment of the FY 2013 Performance-Based Bonus (PBB)";
- b. Memorandum Circular No. 2014-01 dated April 21, 2014 titled "Supplemental Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2014 under Executive Order No. 80"; and
- c. Memorandum Circular No. 2014-03 dated December 3, 2014 titled "Clarification on the Provision on the Nine-Month Service Requirement".

**2. Criteria**

*1.1 Criteria in ranking delivery units*

The PIDS President sets the criteria and ranks all the delivery units based on their contributions towards the over-all attainment of the Institute's Major Final Outputs (MFOs) submitted to the Department of Budget and Management (DBM) and Inter-Agency Task Force (IATF).

*1.2 Criteria in ranking employees in each delivery units*

The Department Managers, based on the rankings made by the PIDS President, set the criteria in ranking employees in their respective departments. The criteria shall be based on their degree of involvement in the attainment of MFOs prepared by each department.

Below are the criteria prescribed by each Department:

*OP/OVP/Research Staff*

1. Number of discussion papers and policy notes submitted for the year and number of formal publications for the past 2 years;
2. Number of outreach activities (technical assistance rendered to NEDA, DBM and other government agencies);
3. Number of conferences, seminars and regularity of attendance in in-house seminars and forums; and
4. Timeliness of submission of outputs

*Project Services Department*

1. Number of research proposals prepared per year;
2. Share of grants received to total income of the Institute per year;
3. Number of projects being managed/monitored per year;
4. Number of technical support/administration and management of IT systems including email systems, main website/sub-webs, databases,

- security and back-up, internet/network and computer infrastructures and telecommunication;
5. Number of technical assistance on internal and external events, seminars and meetings;
  6. Response time to solve technical problems and downtimes; and
  7. Number of technical and MIS administrative recommendations on procurement and bidding and other IT related matters.

Research Information Department

1. Number of regular PIDS publications prepared and occasional materials handled/managed and level of involvement by department personnel;
2. Number of articles prepared by RIS staff and published in the DRN, Economic Issue of the Day, and other outlets;
3. Number of PIDS fora organized and level of involvement by the department;
4. Number of press releases prepared; and
5. Involvement in online and social media initiatives;

Administrative and Finance Department

1. Accountability in budget/financial planning and execution;
2. Timely and accurate submission to COA, DBM, CSC, and other government agencies of reportorial requirements;
3. Compliance to government rules and regulations in administrative and financial transactions; and
4. Response time to staff requests for logistical support and administrative assistance.

**3. Ranking System**

There are two (2) ranking levels:

2.1 Level 1: Ranking of PIDS Delivery Units

The PIDS President shall force rank all Delivery Units which includes:

- (1) Office of the President/Office of the Vice President/Research Staff (OP/OVP/Research Staff);
- (2) Project Services Department (PSD);
- (3) Research Information Staff (RIS); and

(4) Operations and Finance Staff (OFS). The President shall rank these delivery units as follows:

Ranking	Performance Category
Top 10% (1 department)	Best Delivery Unit
Next 25% (1 department)	Better Delivery Unit
Next 65% (2 departments)	Good Delivery Unit

2.2 Level 2: Ranking of PIDS Staff

All Department Managers shall force rank all personnel under their units. Individual personnel shall be ranked based on the criteria set forth by their department in connection with the attainment of the overall PIDS MFO. The Department Managers shall rank all their staff as follows:

For the best office/delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better office/delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

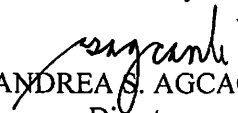
For the good offices/delivery units

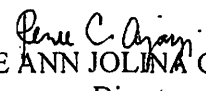
<u>Ranking</u>	<u>Individual Performance Category</u>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

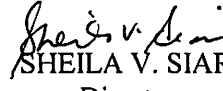
4. **Service Requirement**


Personnel who rendered a minimum of nine (9) months service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of PBB. Those who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of PBB on pro-rata basis pursuant to IATF MC No. 2014-3

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