

2018 Agency System of Ranking Delivery Units for the PBB

1. Identification of Delivery Units

Delivery Units are identified as the Divisions in the Agency as follows:

1. Administrative, Finance and Management Division (AFMD);
2. Program Coordination, Monitoring and Evaluation Division (PCMED); and
3. Policy, Advocacy and Technical Services Division (PATSD).

2. Criteria for Ranking

Delivery Units/Divisions shall be rated and ranked using the following criteria:

1. Overall Performance (quality, efficiency and timeliness);
2. Contributions in Achieving the Agency's Strategic Initiatives and Priority Activities; and
3. Overall Teamwork and Commitment to achieve Agency Goals and Targets

3. Process of Ranking

- a. **Performance Reporting** - Each Division prepares and submit their performance report using the SPMS-DPCR form that integrates the above criteria
- b. **The PMT validates and confirms the Division's performance and gave the initial rating** - The Performance Management Team (PMT) shall validates divisions performance by reviewing Division work programs and periodic performance reports for the two semester rating periods and gave its rating based on the results of its performance validation.
- c. **PMT ranking recommendation to the Head of Agency** - Based on the Division ratings the PMT will rank them and submit it's recommended ranking to the Head of Agency.
- d. **Final ranking by the Head of Agency** - The Head of the Agency shall make the final ranking. He may conduct his own validation process of the Divisions' performance.