



COOPERATIVE DEVELOPMENT AUTHORITY

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OFFICE ORDER NO. 2020-09 Series 2020

TO: ALL OFFICIALS, OFFICERS, AND EMPLOYEES
This Authority

SUBJECT: GUIDELINES IN THE RATING AND RANKING THE CDA DELIVERY UNITS FOR THE GRANT OF THE 2020 PERFORMANCE-BASED BONUS (PBB) FOLLOWING THE MEMORANDUM CIRCULAR NO. 2020-1 OF THE INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE, MONITORING AND REPORTING SYSTEMS DATED JUNE 2, 2020

DATE: September 10, 2020

1.0 Purpose

This Office Order prescribes the guidelines for the rating and ranking of the Cooperative Development Authority's (CDA) Delivery Units (DUs) following the A.O. No. 25 IATF Memorandum Circular No. 2020-1, dated June 2, 2020, providing the Guidelines on the Grant of Performance-Based Bonus for the Fiscal Year 2020 Under Executive Order No. 80, s- 2012 and E.O. No 201, s- 2016.

2.0 Coverage

- 2.1. This Office Order covers all the DUs of the Cooperative Development Authority.
- 2.2. All officials and employees holding regular plantilla position and casual personnel having an employer-employee relationship with the CDA, and whose compensation are charged against the lump sum appropriation under Personnel Services.
- 2.3. The implementation of this Office Order shall be in close coordination with the Department of Budget and Management and the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, Series of 2011).



3.0 Concepts and Terminologies

- 3.1. **General Appropriations Act (GAA).** Refers to the law appropriating the annual budget of all government agencies and instrumentalities. The Act authorizes and controls the expenditures of every government agency and instrumentality as indicated therein. The GAA also contains the Programs, Projects, and Activities (PPAs) of every government agency and instrumentality and their respective targets.
- 3.2. **Personal Services (PS) Funds.** Refers to the expenditure category/expense class for the payment of salaries, wages, and other compensation (e.g. merit, salary increase, cost-of-living allowances, honoraria, and commutable allowances, etc.) of permanent, temporary, contractual, and casual employees of the government.
- 3.3. **Maintenance and Other Operating Expenses (MOOE) Funds.** Refers to an expenditure category/expense class for support to the operations of government agencies such as expenses for supplies and materials; transportation and travel; utilities (water, power, etc) and the repairs, etc.
- 3.4. **Financial Performance.** This refers to the result of the evaluation and rating of the utilization of variable MOOE funds where the operational costs and expenses in the implementation of the programs, projects, and activities of the Agency are charged.
- 3.5. **Physical Performance.** Refers to the result of the evaluation and rating on the level of achievement of the physical targets of the CDA DUs.
- 3.6. **Performance-Based Bonus (PBB).** Refers to the incentive given to personnel of delivery units following their contribution to the accomplishment of the CDA's over-all targets and commitments.
- 3.7. **Program Expenditure Classification (PREXC).** Refers to a form of structuring the budget into programs and outcomes. An expenditure classification by program will contribute to improved transparency and accountability, and help better link inputs to objectives or outcomes.
- 3.8. **Strategic Performance Management System (SPMS).** Refers to the mechanism that ensures that the employee achieves the objectives set by the organization, on the other hand, achieves the objectives that it has set for itself in its strategic plan. The SPMS is focused on linking individual performance vis-à-vis the agency's organizational vision, mission, and strategic goals.
- 3.9. **Accountability Reports.** Refers to the reports required to be submitted under existing circulars, memoranda, or other instruments or standards issued by the Authority and those that may be required from the Agency by monitoring government or non-government institutions, such as, but not

limited to the Office of the President, both Houses of Congress, Department of Finance (DOF), National Economic Development Authority (NEDA), Department of Budget and Management (DBM), Civil Service Commission (CSC), Government Procurement Policy Board (GPPB), Commission on Audit (COA) and CDA's ISO-certifying body.

3.10 **Delivery Unit (DU).** Refers to the primary subdivision of department/agency performing substantive line functions, technical services, or administrative support, as reflected in the department/agency's organizational structure/functional chart. For this purpose, the CDA Central Office shall be considered as one DU and each of the sixteen (16) Extension Offices shall constitute a separate and distinct delivery unit.

4.0 Ranking Criteria.

Category	Indicators	Means of Verification (MOV)	Percentage Weight)
4.1. Program Indicators and Other Targets contained in the CDA 2020 Work and Financial Plan	Physical performance a. Programs, Projects and Activities (PAPs) b. Support to Operation (STO) c. General Administration Services (GAS) d. Intervening/others	OPCR vis-à-vis Work plan	50%
4.2. Good Governance Conditions as provided under MC No. 2020-1 dated June 2, 2020	Good Governance Conditions (GGCs). Satisfy 100% of GGCs for FY 2020 as provided in Section 4.0. I. Maintain/update the Agency Transparency Seal under 5.1. a of the General Provisions of the FY2020 GAA, to enhance transparency and enforce accountability. The following are the required documents under Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA): 1. Agency's mandate and functions; names of its officials with their position and designation, and contact information;	Website	20%

	<p>2. Annual Financial Reports (whole year/as of December end of the year/ 4th Quarter. Incomplete or non-cumulative will not be counted)</p> <p>For National Government Agencies (NGA)/State Universities and Colleges (SUCs)</p> <ul style="list-style-type: none"> - 2016-2020 FAR No. 1: SAAOBDB (Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances as of December YEAR) - 2016-2020 Summary Report on Disbursements - 2016-2020 BAR No. 1 - Quarterly Physical Report of Operations/Physical Plan - 2016-2020 FAR No. 5 - Quarterly Report on Revenue and Other Receipts - 2016-2020 Financial Plan (Detailed Statement of Current Year's Obligations, - Disbursements and Unpaid Obligations) <p>3. DBM Approved Budget and Corresponding Targets for FY 2020.</p> <ul style="list-style-type: none"> - Budget for FY 2020 - GAA targets for FY 2020 <p>4. FY 2020 Annual Procurement Plan (FY 2020 APP non-CSE), Indicative FY 2021 APP non-CSE; and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APP CSE);</p> <p>5. QMS Certification of at least one (1) core process by any of the certification bodies (CB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is</p>		
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	<p>accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is an IAF member and recognized national accreditation body in the Philippines. The ISO 9001:2015 QMS Certification/ Recertification or equivalent certification/ attestation must be valid as of December 31, 2020, and must be posted not later than December 31, 2020.</p> <p>6. System of Ranking Delivery Units for FY 2020 PBB should be cascaded to all employees, and posted on the TS page not later than October 1, 2020. The system should be signed and approved by the Head of the Agency. The posting should also include the activities/ details of cascading efforts, and the contact information that employees may coordinate with regarding cascading of System of Ranking Delivery Units.</p> <p>7. The Agency Review and Compliance Procedure of Statements and Financial Disclosures should be cascaded to all employees. The scanned copy should be posted in the TS page not later than October 1, 2020; and</p> <p>8. The updated People’s Freedom to Information (FOI) Manual signed by the head of the agency; Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report should be posted not later than January 29, 2021.</p> <p>II. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts under the</p>		
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	<p>Government Procurement Reform Act, Republic Act No. 9184, for transactions above Php 1 million from January 1, 2020, to December 31, 2020, including the Early Procurement of FY 2021 Non-CSE items on or before January 29, 2021. The agencies should track the status of their compliance through the PhilGEPS Microsite: https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx.</p> <p>III. Set-up Most Current and Updated Citizen's or Service Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, under Section 6 of RA No. 11032 and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.</p> <p>Departments/Agencies shall submit their respective Certificates of Compliance (COC) based on the format prescribed by the Anti-Red Tape Authority ("Authority") at compliance@arta.gov.ph and copy furnish the A.O. 25 Secretariat at ao25secretariat@dap.edu.ph on or before December 04, 2020.</p> <p>The CoC based on the format prescribed by the ARTA as stated under the ARTA Memorandum Circular No. 2019-002 series of 2019, shall be the basis of the validation. The Authority shall conduct a validation of the Citizen's or Service. See MCs No. 2019-002 and No. 2019-002-A: Guidelines on the Implementation of the Citizen's</p>		
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	Charter in compliance with RA 11032 for full details of requirements.		
4.3. Accountability Reports	<p>On-time submission of accountability report, such as:</p> <ul style="list-style-type: none"> a. Quarterly Accomplishment Report b. Budget and Financial Accountability Reports (CO &EO) c. Public Investment Plan (CO & EO) d. CDA Annual Report (CO & EO) e. Report on Separation (CO) f. Report on Appointment Issued (CO) g. Annual Procurement Plan (CO & EO) h. Agency Procurement Compliance and Performance Indicator (APCPI) - CO & EO i. Reports on the Status of Bids and Awards j. Inventory of Supplies (CO & EO) k. Inventory of Properties, Plant, and Equipment (CO & EO) l. Government Quality Management Program (GQMP) requirements m. KPI Monitoring Reports and Analysis n. OPCR and IPCRs o. Status of compliance to PHILGEPS p. FY 2020 APP Non-CSE, Indicative FY 2021 APP non-CSE; and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APP CSE) q. Other reports that may be required to be submitted 	Transmittal letters through hard copies or electronic form	12.5%

	Accuracy of reports ¹	Report itself	7.5%
4.4. Financial Performance	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> • Obligation • Disbursement 	Statement of allotment and obligation (SAOB) and Budget and Financial Accountability Reports (BFAR)	5%
4.5. Innovative and Creative Accomplishments²	Innovative and trailblazing activities and strategies	Project/ Activity Concept Paper Project/ Activity Report/ Photos	5%
TOTAL			100%

5.0 Performance Rating Guidelines. The ranking criteria mentioned in 4.0 will be rated as follows:

5.1. The **Program Indicators and Other Targets** contained in the 2020 Work and Financial Plan of the CDA.

The rating for the Program Indicators and other targets shall be the average of the results of the two rating periods of the OPCR.

Percentage of Accomplishment	Points Earned
Above 97% of the planned targets	5
89% – 97% of the planned targets	4

¹ Accuracy will be considered in terms of the content and the adherence to prescribed forms

² This refers to programs, projects and activities that would result in upgrading the level of performance in terms of serving external and internal clients in the following areas such as, but not limited to: (internal) improved management systems and leadership approaches, better ways of serving clients, internal communication, disaster risk reduction, advocacy (external) empowerment of the marginalized sector, network building, and caring for the environment.

80% - 88% of the planned targets	3
70% - 79% of the planned targets	2
Below 70% of the planned targets	1

5.2. Good Governance

5.2.1. Transparency Seal

Posting is maintained/updated	Points Earned
All posting is Timely and Updated	5
With at least One Late or Incomplete Posting	0

**In case the RO website has not been redesigned to allow posting/updating of the required reports, they will be rated based on their submission to the HO*

5.2.2. PhilGEPS

Posting is maintained/updated	Points Earned
All posting is Timely and Updated	5
With at least One Late and Incomplete Posting	3
With two or more late/incomplete Posting	0

**In case the RO website has not been redesigned to allow posting/updating of the required reports, they will be rated based on their submission to the HO*

5.2.3 Citizen's Charter

a. Certificate of Compliance from the Anti-Red Tape Authority (ARTA)

Compliance	Points Earned
Compliant	5
Non-Compliant	0

b. Client Feedback

Client Satisfaction	Points Earned
95%- 100% rated at least very good	5

80%- 94% rated at least very good	3
Below 80% rated at least very good	1

5.2.4. Freedom of Information

a. Posting

Posting	Points Earned
Timely posting of reports	5
None	0

**In case the RO website has not been redesigned to allow posting/updating of the required reports, they will be rated based on their submission to the HO*

b. Timeliness of Action

Response	Points Earned
80%-100% acted upon within the prescriptive period	5
Below 80%-acted upon within the prescriptive period	0

5.3. Accountability Reports - **In case of online submission of reports and delay is attributable to system breakdown, fortuitous event, or any similar circumstances, the rating shall be based on the date of submission of the hard copy*

5.3.1 Timeliness of submission of reports

Timeliness of Reports	Points Earned
Before the due date	5
On the due date	3
After the due date	1

5.3.2 Accuracy of reports

Accuracy of Reports	Points Earned
No revision	5
With 1 – 2 revisions	3

Three or more revisions	1
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**Revision happens when a report is returned for correction due to noted errors or deviation.*

5.3.3 Completeness of reports

Completeness of Reports	Points Earned
Complete*	5
Incomplete	0

**Including all required attachments*

5.4. Financial Performance

Percentage of Utilization	Points Earned
90% - 100%	5
80% - 89%	3
Below 80%	1

5.5. Innovative and creative accomplishments

Quantity of Accomplishment	Points Earned
3 and above activities documented and accepted	5
2 activities documented and accepted	3
1 activity documented and accepted	1

b. Performance Numerical and Adjectival Rating

The equivalent numerical and adjectival rating of the delivery units will be determined based on their overall performance for the year expressed in terms of the overall point score as shown in the following:

Over-All Point Score	Equivalent Adjectival Rating
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4.800 – 5.000	Outstanding
4.000 – 4.799	Very Satisfactory
3.000 – 3.999	Satisfactory
2.000 – 2.999	Unsatisfactory
Below 2.000	Poor

6. Responsibility Centers. The following shall be responsible for the implementation of this Office Order with the following specific responsibilities:

a. Planning Division

- i. Consolidates, reviews/validates, and evaluates the accomplishments of the Regional Office and Head Office Units based on their respective Office Performance Commitment Report (OPCR);
- ii. Submit to the Performance Management Team the results of their evaluation of the OPCR of the Regional Office and Head Office Units; and
- iii. Perform other related tasks as necessary.

b. Finance Division

- i. Provide the Planning Division the results of their evaluation of the financial and income performance as input to the computation of the overall performance of the Regional Offices; and
- ii. Perform other related tasks as necessary.

c. Human Resource

- i. Consolidates, reviews/validates, and evaluates the Individual Performance Commitment Report (IPCR) of all delivery units;
- ii. Submit to the Performance Management Team the results of their evaluation of the IPCRs of all delivery Units; and
- iii. Perform other related tasks as necessary.

d. Performance Management Team (PMT)

- i. Reviews the initial assessment of the accomplishments of the Regional Offices and the Head Office Units by Planning Division; and

- ii. Rank the Regional Offices and Head Office Units based on the herein prescribed ranking criteria and guidelines.

7. CALENDAR OF PBB ACTIVITIES

The indicative timeline set by AO 25 IATF for compliance of the Delivery Units with the requirements of the FY 2020 PBB implementation provided in "Annex A" hereof shall be observed by all CDA, officials, and employees concerned, subject to the issuance of subsequent PBB advisories by the DBM PMT.

8. DELEGATION OF AUTHORITY

The CDA PMT is hereby authorized to issue necessary guidelines and directives relative to the grant of the FY 2020 PBB consistent with the A.O. 25 IATF MC No. 2020-1.

9. AMENDMENTS

All other Orders or provisions thereof inconsistent and contrary to this Office Order are hereby superseded, rescinded, and/or amended accordingly.

10. Effectivity

This Office Order takes effect immediately.


ORLANDO R. RAVANERA
Chairman
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