



### Central Office

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

## OFFICE MEMORANDUM NO. 2015-01

**TO : ALL OFFICIALS, OFFICERS AND EMPLOYEES**  
This Authority

**SUBJECT : CRITERIA AND GUIDELINES IN RANKING THE  
EXTENSION OFFICES AND CENTRAL OFFICE UNITS FOR  
PURPOSES OF THE PERFORMANCE-BASED BONUS FOR  
THE YEAR 2015 IN ACCORDANCE WITH DEPARTMENT  
OF BUDGET AND MANAGEMENT (DBM) MEMORANDUM  
CIRCULAR NO. 2015-01 DATED AUGUST 12, 2015**

### 1.0 Purpose

- 1.1 This Office Memorandum contains the criteria and guidelines for the ranking of the Cooperative Development Authority's (CDA) Extension Offices and the Central Office Units for purposes of the grant of the Performance-Based Bonus (PBB) for FY 2015 in accordance with DBM Memorandum Circular No. 2015-1, dated August 12, 2015 providing the Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 Under Executive Order No. 80.

### 2.0 Coverage

- 2.0 This Office Memorandum covers all Extension Offices and Central Office units of the Cooperative Development Authority.
- 2.1 All officials and employees holding regular plantilla position; and contractual and casual personnel having an employer-employee relationship with the CDA, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the Agencies concerned.
- 2.2 The implementation of this Office Memorandum shall be in close coordination with the Department of Budget and Management and the Inter-Agency Task Force (IATF) for AO 25.





### 3.0 Concepts and Terminologies

- 3.0 **General Appropriations Act (GAA).** This is 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.
- 3.1 **Personal Services (PS) Funds.** Refer to an 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. *(Source: Budget of Expenditures and Sources of Financing Tables 2015)*
- 3.2 **Maintenance and Other Operating Expenses (MOOE) Funds.** Refers to General funds used in the maintenance and operations of government agencies and instrumentalities over and above the funds allocated for PS and Capital Outlay. *(Source: Budget of Expenditures and Sources of Financing Tables 2015)*
- 3.3 **Financial Performance.** It is the result of the evaluation and rating of on 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.
- 3.4 **Income Performance.** It is the result of the evaluation and rating on the level of accomplishment of the target income of the Extension Offices.
- 3.5 **Physical Performance.** It is the result of the evaluation and rating on the level of achievement of the physical targets of the Central Office Units and Extension Offices.
- 3.6 **Performance-Based Bonus (PBB).** An incentive given to Personnel of bureaus or delivery units in accordance with their contribution to the accomplishment of their department's over-all targets and commitments. *(Source: Budget of Expenditures and Sources of Financing Tables 2015)*
- 3.7 **Major Final Outputs.** Goods and services that a department or agency is mandated to deliver to external clients through the implementation of programs, projects and activities. *(Source: Budget of Expenditures and Sources of Financing Tables 2015)*
- 3.8 **Strategic Performance Management System (SPMS).** It is a mechanism that ensures that the employee achieves the objectives set by the organization and 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. (Source: Civil Service Commission (CSC) Memorandum Circular No. 6, Series of 2012, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS))

- 3.9 **Accountability Reports.** These are 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. The Planning Division in consultation with the other units shall prescribe the accountability reports to be submitted by the different units.

#### 4.0 Ranking Categories.

##### 4.1 Extension Offices

Category	Indicators	Means of Verification (MOV)	Percentage (Weight)
MFO Indicators and Targets in the FY 2015 Performance-Informed Budget	Refer to indicators contained in the 2015 GAA	Refer to MOVs contained in the 2015 GAA	40%
Other targets contained in the 2015 Work and Financial Plan of the CDA	Refer to the indicators contained in the FY 2015 Work and Financial Plan		25%
Good Governance Conditions as provided under MC No. 2015-1 dated August 12, 2015	PhilGEPS posting is maintained/updated		10%
	Citizen's Charter is maintained/updated		
Accountability Reports	On time submission of accountability reports	Transmittal letters through hard copies or electronic form	10%
	Accuracy of reports <sup>1</sup>	Report itself	

<sup>1</sup> Accuracy will be considered in terms of the content and the adherence to prescribed forms

Income Performance	Amount of income collected	Financial Report	5%
Financial Performance	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> <li>• Obligation</li> <li>• Disbursement</li> </ul>		5%
Innovative and Creative Accomplishments <sup>2</sup>	No. of activities undertaken/introduced that demonstrates an improvement in existing processes/systems in the Agency	Project/Activity Concept Paper Project/Activity Report/Photos	5%
	No. of activities undertaken to empower the marginalized sector	Project/Activity Concept Paper Project/Activity Report/Photos	
	No. of innovative accomplishments related to advocacy, network-building, and caring for the environment	Project/Activity Concept Paper Project/Activity Report/Photos	
<b>TOTAL</b>			<b>100%</b>

#### 4.2 Central Office Units

Category	Indicators	Means of Verification (MOV)	Percentage
Targets contained in the 2015 Work and Financial Plan of the CDA	Refer to the indicators contained in the FY 2015 Work and Financial Plan		70%
Accountability Reports	On time submission of accountability reports	Transmittal letters through hard copies or electronic form	10%

<sup>2</sup> 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.



	Accuracy of reports <sup>3</sup>	Report itself and result of evaluation	
Financial Performance	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> <li>• Obligation</li> <li>• Disbursement</li> </ul>		10%
Innovative and Creative Accomplishments	No. of activities undertaken/introduced that demonstrates an improvement in existing processes/systems in the Agency	Project/Activity Concept Paper Project/Activity Report/Photos	10%
	No. of activities undertaken to empower the marginalized sector	Project/Activity Concept Paper Project/Activity Report/Photos	
	No. of innovative accomplishments related to advocacy, network-building, and caring for the environment	Project/Activity Concept Paper Project/Activity Report/Photos	
		<b>TOTAL</b>	<b>100%</b>

5 Performance Rating Guidelines. The categories mentioned in 4.0 will be rated as follows:

5.1 MFO Indicators and Targets in the FY 2015 Performance-Informed Budget approved by Congress.

Percentage of Accomplishment	Points Earned
Above 100%	5
97% - 100%	4
90% - 96%	3
80% - 89%	2
Below 80%	1

<sup>3</sup> Accuracy will be considered in terms of the content and the adherence to prescribed forms

5.2 Other targets contained in the 2015 Work and Financial Plan of the CDA

Percentage of Accomplishment	Points Earned
Above 100%	5
97% - 100%	4
90% – 96%	3
80% - 89%	2
Below 80%	1

5.5 Accountability Reports

Timeliness of Accomplishment	Points Earned
On or before due date	5
After the due date	1

5.6 Income Performance

Percentage of Accomplishment	Points Earned
Over 100%	5
90% -100%	3
Below 90%	1

5.7 Financial Performance

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

5.8 Innovative and creative accomplishments

Quantity of Accomplishment	Points Earned
5 and above	5
2 - 4	3
1	1

6. Performance Numerical and Adjectival Rating

The equivalent numerical and adjectival rating of Central Office Units and Extension Offices will be determined based on their over-all performance for the year expressed in terms of the over-all point score as shown in the following:

Over-All Point Score	Equivalent Numerical Rating	Equivalent Adjectival Rating
4.8 - 5.0	5	Outstanding
4.3 to 4.7	4	Very Satisfactory
3.3 to 4.2	3	Satisfactory
2.0 to 3.2	2	Unsatisfactory
Below 2.0	1	Poor

For purposes of the PBB, the rating shall be the average of the results of the two rating periods.

7. Responsibility Centers. The following shall be responsible in the implementation of this Office Memorandum with the following specific responsibilities:

a. Planning Division

- i. Consolidates, reviews, validates and evaluates the accomplishments of the Extension Office and Central 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's of the Extension Office and Central 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 over-all performance of the Extension Offices; and

ii. Perform other related tasks as necessary.

c. Performance Management Team (PMT)

i. Reviews the initial assessment of the accomplishments of the Extension Offices and the Central Office Units by Planning Division;

ii. Rank the Extension Offices and Central Office Units based on the herein prescribed ranking criteria and guidelines.

8. Repealing Clause

Office Memorandum No. 2012-01, Series of 2012 is hereby repealed and all other issuances of the Agency inconsistent with the provisions of this Office Memorandum.

9. Effectivity

This Office Memorandum shall take effect upon approval by the Board of Administrators.

Issued on \_\_\_\_\_

  
**ORLANDO R. RAVANERA**  
Chairman