



Office of the President of the Philippines  
**COOPERATIVE DEVELOPMENT AUTHORITY**

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**Central Office**

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

**OFFICE ORDER NO. 2016-07**

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

**SUBJECT : CRITERIA AND GUIDELINES IN THE RATING AND RANKING  
THE CDA DELIVERY UNITS FOR PURPOSES OF THE GRANT  
OF THE 2016 PERFORMANCE-BASED BONUS (PBB) IN  
ACCORDANCE WITH THE DEPARTMENT OF BUDGET AND  
MANAGEMENT (DBM) MEMORANDUM CIRCULAR NO.  
2016-01 DATED MAY 12, 2016**

**DATE : October 20, 2016**

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**1.0 Purpose**

- 1.1 This Office Order contains the criteria and guidelines for the rating and ranking of the Cooperative Development Authority's (CDA) Delivery Units for purposes of the grant of the Performance-Based Bonus (PBB) for FY 2016 in accordance with DBM Memorandum Circular No. 2016-1, dated May 12, 2016 providing the Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2016 Under Executive Order No. 80.

**2.0 Coverage**

- 2.0 This Office Order covers all the delivery 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 Order shall be in close coordination with the Department of Budget and Management and the Inter-Agency Task Force (IATF) for AO 25.

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### 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 2016)*
- 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 2016)*
- 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 2016)*
- 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 2016)*



**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.

**3.10 Delivery Unit.** This refers to the CDA Central and Extension Offices. (8.2 of Memorandum Circular No. 2016-1<sup>1</sup> of AO No. 25)

For this purpose, the Central Office shall be treated as separate and distinct delivery unit from the Extension Offices and shall have separate ranking system.

#### **4.0 Ranking Criteria.**

<b>Category</b>	<b>Indicators</b>	<b>Means of Verification (MOV)</b>	<b>Percentage Weight</b>
MFO Indicators and Targets in the FY 2016 Performance-Informed Budget	Refer to indicators contained in the 2016 GAA	Refer to MOVs contained in the 2016 GAA	40%

<sup>1</sup>To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units. The AO 25 TWG shall issue a separate guideline on the determination on the determination of delivery units.

Category	Indicators	Means of Verification (MOV)	Percentage Weight
Other targets contained in the 2016 Work and Financial Plan of the CDA	Refer to the indicators contained in the FY 2016 Work and Financial Plan		25%
Good Governance Conditions as provided under MC No. 2016-1 dated May12, 2016	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>2</sup>	Report itself	
Financial Performance	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> <li>• Obligation</li> <li>• Disbursement</li> </ul>		5%
Intervening Activities	Activities not included in the Work Plan to be determined by EOPMT/PMT	Report	5%
Innovative and Creative Accomplishments <sup>3</sup>	No. of activities undertaken/introduced that demonstrates or introduced an image build-up of 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	

<sup>2</sup> Accuracy will be considered in terms of the content and the adherence to prescribed forms

<sup>3</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.

	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 2016 Performance-Informed Budget approved by Congress.

<b>Percentage of Accomplishment</b>	<b>Points Earned</b>
Above 97% of the planned targets	5
89% – 97% of the planned targets	4
80% - 88% of the planned targets	3
70% - 79% of the planned targets	2
Below 70% of the planned targets	1

5.2 Other targets contained in the 2016 Work and Financial Plan of the CDA.

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



### 5.3 Accountability Reports

<b>Timeliness and Accuracy of Reports</b>	<b>Points Earned</b>
Before the due date	5
On the due date	3
After the due date	1

### 5.4 Financial Performance

<b>Percentage of Accomplishment</b>	<b>Points Earned</b>
90% - 100%	5
80% - 89%	3
Below 80%	1

### 5.5 Innovative and creative accomplishments

<b>Quantity of Accomplishment</b>	<b>Points Earned</b>
5 and above	5
2 - 4	3
1	1

## 5.6 Intervening Activities

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
4.3to 4.7	4	Very Satisfactory
3.3to 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 Order 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 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; and
- ii. Rank the Extension Offices and Central Office Units based on the herein prescribed ranking criteria and guidelines.

**8. Repealing Clause**

Office Memorandum No. 2015-01, Series of 2015 is hereby repealed and all other issuances of the Agency inconsistent with the provisions of this Office Order.



## **9. Effectivity**

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

Pursuant to BOA Resolution No. 356 - s, 2016 dated October 18, 2016.

  
**ORLANDO R. RAVANERA**  
Chairman 



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**EXCERPTS FROM  
MINUTES OF REGULAR MEETING  
OF THE CDA BOARD OF ADMINISTRATORS HELD ON OCTOBER 18, 2016  
Boardroom**

**PRESENT:**

Hon. Orlando R. Ravanera	- Presiding Officer/Chairman
Hon. Eulogio T. Castillo, Ph. D.	- Administrator from Luzon
Hon. Mercedes D. Castillo	- Administrator from Visayas
Hon. Benjie S. Oliva	- Administrator from Visayas
Hon. Paisal I. Cali	- Administrator from Mindanao

**ALSO PRESENT:**

Dir. Ray R. Elevazo	- Executive Director
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**RESOLUTION NO. 356, s-2016**

Upon motion by Adm. Benjie S. Oliva duly seconded by Adm. Mercedes D. Castillo, be it RESOLVED, as it is hereby RESOLVED, to approve the Guidelines for Performance Based Bonus Ranking and Rating Guidelines.

APPROVED.

xX

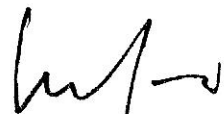
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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators' Regular Meeting.

  
**MARY GRACE I. CINCO**  
Board Secretary IV

ATTESTED:

  
**ORLANDO R. RAVANERA**  
Chairman

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