



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. 2017-02
Series 2017**

TO : ALL OFFICIALS, OFFICERS AND EMPLOYEES
This Authority

**SUBJECT : GUIDELINES IN THE RATING AND RANKING THE CDA
DELIVERY UNITS FOR PURPOSES OF THE GRANT OF
THE 2017 PERFORMANCE-BASED BONUS (PBB) IN
ACCORDANCE WITH THE DEPARTMENT OF BUDGET
AND MANAGEMENT (DBM) MEMORANDUM CIRCULAR
NO. 2017-01 DATED MARCH 9, 2017**

DATE : September 26, 2017

1.0 Purpose

- 1.1 This Office Order contains the guidelines for the rating and ranking of the Cooperative Development Authority's (CDA) Delivery Units (DUs) in accordance with DBM Memorandum Circular No. 2017-1, dated March 9, 2017 providing the Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2017 Under Executive Order No. 80.

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 contractual and casual personnel having an employer-employee relationship with the CDA, and whose compensation are charged against the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the CDA.
- 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).

Office of the Chairman : (02) 721-5325
(02) 721-5324
Office of the Executive Director : (02) 725-6450
Officer of the Day : (02) 725-3764



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3.0 Concepts and Terminologies

- 3.1. **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.
- 3.2. **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 2017)*
- 3.3. **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)*
- 3.4. **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.
- 3.5 **Physical Performance.** It is 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).** An incentive given to personnel of delivery units in accordance with their contribution to the accomplishment of the CDA's over-all targets and commitments.
- 3.7 **Major Final Outputs.** Services that the CDA is mandated to deliver to external clients through the implementation of programs, projects and activities.
- 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*

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.

3.10 Delivery Unit (DU). This refers to the CDA Central and Extension Offices. (8.3.a. of Memorandum Circular No. 2017-1¹ of AO No. 25)

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

4.0 Ranking Criteria.

Category	Indicators	Means of Verification (MOV)	Percentage Weight
4.1. MFO Indicators and Other Targets contained in the 2017 Work and Financial Plan of the CDA	Physical performance a. Work plan MFO and others b. Support to Operation (STO) c. General Administration Services (GAS) d. Intervening/others	OPCR vis-à-vis Work plan	60%
4.2. Good Governance Conditions as provided under MC No. 2017-1 dated March 9, 2017	a. Maintain/update the Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY2017 GAA, to enhance transparency and	Website	15%

¹To 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.

	<p>enforce accountability.</p> <p>a.1. Agency's mandates and functions, names of its officials with their position and designation, and contact information;</p> <p>a.2. DBM-approved budget and corresponding targets for FY2017;</p> <p>a.3. Budget and Financial Accountability Reports;</p> <ul style="list-style-type: none"> - FY2013 to FY2017 FAR No.1: SAAOBDB - FY2013 to FY2017 Summary Reports of disbursements - FY2013 to FY2017 BAR No. 1 – Quarterly Physical Reports of Operations / Physical Plan <p>a.4. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2017</p> <p>a.5. FY 2017 Annual Procurement Plan in the format prescribed under Government Procurement Policy Board (GPPB)</p> <p>a.6. QMS ISO Certification of at least one core process by any International Certification Body (ICB) accredited by an international</p>		
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	<p>Accreditation Forum (IAF)</p> <p>a.7. System of Ranking Delivery Units, which should be posted and disseminated to employees not later than October 1, 2017</p> <p>a.8. The Freedom of Information (FOI) Manual should be uploaded on or before October 1, 2017.</p> <p>b. Maintain/update the posting of all Invitations to Bid and Awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (RA9184) for transactions from November 16, 2016 to November 15, 2017.</p> <p>c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007(RA No. 9485) and, to cut down processing time of all applications from submission to release, and to ensure accessible and convenient delivery of services to the public.</p>		
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	<p>c.1. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting the Agency's enhanced service standards for all its front line services to citizens, businesses, and government agencies.</p> <p>c.2. Self-assessment and reporting of improvements made by the agency to implement the CSC Memorandum Circular No. 14 s.2016.</p> <p>d. Develop the Agency's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016.</p>		
4.3. Accountability Reports	<p>On time submission of accountability reports such as:</p> <ul style="list-style-type: none"> a. Budget Execution Documents (CO & EO) b. Budget Accountability Reports (CO & EO) c. Budget and Financial Accountability Reports (CO & EO) d. Public Investment Plan (CO & EO) e. CDA Annual Report (CO & EO) f. Report on Separation (CO) g. Report on Appointment Issued (CO) h. Annual Procurement Plan (CO & EO) 	Transmittal letters through hard copies or electronic form	15%

	i. Agency Procurement Compliance and Performance Indicator (APCPI) - CO & EO j. Inventory of Supplies (CO & EO) k. Inventory of Properties, Plant and Equipment (CO & EO) l. Government Quality Management Program (GQMP) requirements		
	Accuracy of reports ²	Report itself	
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 Accomplishments ³	Activities undertaken that demonstrates or introduced an image build-up of the Agency, empower the marginalized sector or advocacy, network-building, and caring for the environment	Project /Activity Concept Paper Project /Activity Report /Photos	5%
TOTAL			100%

² Accuracy will be considered in terms of the content and the adherence to prescribed forms

³ 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.

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

5.1. Major Final Output (MFO) Indicators and Other Targets contained in the 2017 Work and Financial Plan of the CDA.

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

Percentage of Accomplishment	Points Earned	Rating
Above 97% of the planned targets	5	60%
89% – 97% of the planned targets	4	48%
80% - 88% of the planned targets	3	36%
70% - 79% of the planned targets	2	24%
Below 70% of the planned targets	1	12%

5.2. Good Governance

5.2.1. Transparency Seal

Posting is maintained/updated	Points Earned
All posting Timely and Updated	5
With at least One Late and Incomplete Posting	3
No posting compliance	0

5.2.2. PhilGEPS

Posting is maintained/updated	Points Earned
All posting Timely and Updated	4
With at least One Late and Incomplete Posting	2
No posting compliance	0

5.2.3 Citizen's Charter

Completeness	Points Earned
Complete	3
Incomplete	1
None	0

5.2.4. Freedom of Information

Posting and designation of Receiving Officer (RO)	Points Earned
Timely posted and with designated RO*	3
None	0

- Full points for EO with designated RO.

5.3. Accountability Reports

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
More than two (2) revisions	1

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 Accomplishment	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	5
2 activities	3
1 activity	1

6. Performance Numerical and Adjectival Rating

The equivalent numerical and adjectival rating of the delivery units 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 Adjectival Rating
97% - 100%	Outstanding
88% - 96%	Very Satisfactory

78% - 87%	Satisfactory
70% - 77%	Unsatisfactory
Below 70%	Poor

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. Effectivity

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



ORLANDO R. RAVANERA
Chairman