



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. 2018 - 06
Series 2018**

TO: ALL OFFICIALS, OFFICERS AND EMPLOYEES
This Authority

**SUBJECT: GUIDELINES IN THE RATING AND RANKING THE CDA
DELIVERY UNITS FOR THE GRANT OF THE 2018
PERFORMANCE-BASED BONUS (PBB) IN ACCORDANCE WITH
THE MEMORANDUM CIRCULAR NO. 2018-1 OF THE INTER-
AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE, MONITORING AND
REPORTING SYSTEMS DATED MAY 28, 2018**

DATE : September 14, 2018

1.0 Purpose

- 1.1 This Office Order prescribes the guidelines for the rating and ranking of the Cooperative Development Authority's (CDA) Delivery Units (DUs) in accordance with DBM Memorandum Circular No. 2018-1, dated May 28, 2018 providing the Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2018 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 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).

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).** 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. *(Source: Budget of Expenditures and Sources of Financing Tables 2018)*
- 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. *(Source: Budget of Expenditures and Sources of Financing Tables 2018)*
- 3.4. **Financial Performance.** Refers to 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.** 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 in accordance with their contribution to the accomplishment of the CDA's over-all targets and commitments.
- 3.5. **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. *(Source: Budget of Expenditures and Sources of Financing Tables 2018)*
- 3.7. **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.

3.8 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.

3.9 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/agencies organizational structure/functional chart. For this purpose, the Central Office and the Extension Offices are separate and distinct delivery units.

4.0 Ranking Criteria.

Category	Indicators	Means of Verification (MOV)	Percentage Weight)
4.1. Program Indicators and Other Targets contained in the CDA 2018 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	60%
4.2. Good Governance Conditions as provided under MC No. 2018-1 dated May 28, 2018	a. Maintain/update the Agency Transparency Seal pursuant to Section 9 of the General Provisions of the FY2018 GAA, to enhance transparency and enforce accountability.	Website	15%

	<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 FY2018;</p> <p>a.3. Financial Accountability Reports;</p> <ul style="list-style-type: none"> - FY2014 to FY2018 FAR No.1: SAAOBDB - FY2014 to FY2018 BAR No. 1 – Annual Physical Reports of Operations / Physical Plan <p>a.4. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2018</p> <p>a.5. FY 2018 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 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, 2018</p>		
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	<p>a.8. The Agency Review and Compliance Procedure of Statements and Financial Disclosures should be cascaded to all employees. The scanned copy to be posted in the Transparency Seal page not later than October 1, 2018.</p> <p>a.9. The Freedom of Information (FOI) Manual should be uploaded on or before October 1, 2018.</p> <p>b. Post/ update the PhilGEPS posting of all Invitations to Bid and Awarded pursuant to the Government Procurement Reform Act (RA9184) for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items. Agencies should track their status through PhilGEPS microsite: http://data.philgeps.gov.ph/directory/pbb.aspx.</p> <p>c. 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, consistent with the objectives of the Anti-Red Tape Act of 2007 (RA9485), and the</p>		
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	Presidents directive to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public, as reiterated in CSC Memorandum Circular No. 14. S.2016.		
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 	Transmittal letters through hard copies or electronic form	7.5%

	m. KPI Monitoring Reports and Analysis n. OPCR and IPCRs o. Other reports that may be required to be submitted p. Indicative FY 2019 APP Non-CSE q. FY 2019 CSE		
	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 Accomplishments ²	Innovative and trail blazing activities and strategies	Project/Activity Concept Paper Project/Activity Report/Photos	5%
TOTAL			100%

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.

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 2018 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	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 is Timely and Updated	5
With at least One Late or Incomplete Posting	0

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

5.2.2. PhilGEPS

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

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

5.2.3 Citizen's Charter

a. Certificate of Compliance from the Civil Service Commission (CSC)

Compliance	Points Earned
Compliant	3
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	3
None	0

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

b. Timeliness of Action

Response	Points Earned
80%-100% acted upon with the prescriptive period	3
Below 80%-acted upon with 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, 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

**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 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

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

a. Planning Division

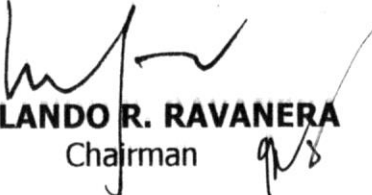
- i. Consolidates, reviews, validates and evaluates the accomplishments of the Extension Office and Central Office Units based on their respective Office Performance Commitment Report (OPCR);

- ii. Submit to the Performance Management Team the results of their evaluation of the OPCR'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; and
 - ii. Rank the Extension Offices and Central Office Units based on the herein prescribed ranking criteria and guidelines.

7. Effectivity

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

Pursuant to BOA Resolution No. 395 Series 2018 dated September 21, 2018.


ORLANDO R. RAVANERA
Chairman