



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND RATING OF INDIVIDUALS FOR THE GRANT OF DDB PERFORMANCE-BASED BONUS (PBB) FY 2016

Criteria/process used in ranking of the Divisions/Delivery Units:

1. Performance/accomplishments that have met or exceeded the targets, and additional task / functions that are regularly being performed shall be considered in ranking each division from highest to lowest rank.
2. The Performance Management Team (PMT) shall evaluate and forced rank the delivery units according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

3. The PMT shall use the following as basis for evaluation of delivery units:

a) Division Performance and Commitment Review (DPCR) under the DDB Strategic Performance Management System (SPMS)	70%
b) Significant contribution to attainment of goals	20%
c) ISO awareness	<u>10%</u>
Total	100%

4. The following are the groups of delivery units:

Group I - Office of the Chairman, Permanent Board Members, Office of the Executive Director and Deputy Executive Director for Administration/Operation

Group II- Legal Division

Group III- Administrative and Financial Management Division

Group IV- Preventive Education, Training and Information Division

Group V- Policy Studies, Research and Statistics Division

Criteria/process used in rating of individuals:

Performance/accomplishments that have met or exceeded the targets, and additional task / functions that are regularly being performed are to be considered in rating individuals. The head of the divisions/units shall evaluate/rate their staff using the Individual Performance and Commitment Review (IPCR) under the DDB Strategic Performance Management System (SPMS). The average rating of individuals should not exceed the rating of each division.

APPROVED:


Atty. PHILIP JOSEF T. VERA CRUZ
OIC, DDB Secretariat