

23 September 2019

MEMORANDUM ORDER NO. 19 - 3807  
Series of 2019

SUBJECT: **GUIDELINES IN THE RANKING OF DELIVERY UNITS OF THE CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES FOR THE 2019 PERFORMANCE-BASED BONUS (PBB)**

Relative to the grant of the 2019 Performance-Based Bonus, the following guidelines in the ranking of the delivery units of the Construction Industry Authority of the Philippines shall be adopted:

**Coverage**

CIAP Executive Office  
CIAP Implementing Boards (PCAB, PODCB, CMDF, CIAC)

**Process**

1. **Eligibility Criteria.** The Construction Industry Authority of the Philippines (CIAP) is composed of the following delivery units: 1) CIAP Executive Office (including the Administrative, Finance and Management Division [AFMD] and Policy and Program Coordination and Monitoring Division [PPCMD]); 2) Philippine Contractors Accreditation Board [PCAB]; 3) Philippine Overseas Construction Board [POCB] and Philippine Domestic Construction Board [PDCB] or Philippine Overseas and Domestic Construction Board [PODCB]; 4) Construction Industry Arbitration Commission [CIAC]; and 5) Construction Manpower Development Foundation [CMDF]).

The CIAP delivery units are deemed qualified to receive the PBB if it has accomplished its targets declared under the Modified Form A (Agency Performance Report for 2019) and Modified A1 (Details of Office Performance Report). Units that are not part of modified Forms A & A1 shall use the score in their respective Performance Governance Scorecards (PGS) as eligibility requirement. Attainment of at least Satisfactory (3.5) in the PGS Scorecard is the primary criteria for eligibility. Only those that have submitted their PGS Scorecard duly signed by the Supervising Undersecretary shall be deemed eligible.

The responsible CIAP delivery units must satisfy the following criteria:

- a) Achieved 100% of delivery units approved annual performance targets;
  - b) Submitted accomplished Performance Governance Scorecard;
  - c) Comply with the directive streamline processes and/or improve client satisfaction;
  - d) Submitted statement of Asset and Liabilities on prescribed deadline
2. **Organizational Performance Rating (OPR).** Scores in the Performance Contract or PGS, Forced Ranking and the Client Satisfaction Feedback shall be used to determine Organizational Performance Rating. In sum, formula is as follows;

OPR= Performance Contract Accomplishment or PGS (80%)+Forced Ranking (10%) + CSF of Delivery Units 10%

OFFICE OF THE SECRETARY



Where:

- Performance Contract Accomplishment or PGS shall represent 80% of delivery unit's rating
- Forced ranking shall refer to the ranking by the Undersecretary for Office of the Secretary Group (OSEC) and by the Executive Directors of CIAP, PCAB, PODCB, CIAC and CMDF and shall represent 10% of the total OPR
- The Total 10% Forced Ranking composed of the following:
  - 70% Supervising Undersecretary's ranking
  - 30% Executive Directors Ranking
- Citizen / Client Satisfactory Feedback shall refer to result of the CSF Survey conducted for critical services and shall represent 10% of the Total OPR

3. Eligible delivery units shall be ranked based on their OPR and classified as follows:

Ranking	Performance Category
Best Delivery Unit	Top 10%
Better Delivery Unit	Next 25%
Good Delivery Unit	Next 65%
Total	100%

4. Final Validation. The Undersecretary for OSEC Group shall review the results and approve the ranking of offices under the CIAP.

This order shall take effect immediately,



**Asst. Sec. ANGELO B. TANINGCO**  
Officer-In-Charge for OSEC



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