



30 October 2017

MEMORANDUM ORDER NO. 17-4036

Series of 2017

SUBJECT: GUIDELINES IN THE RANKING OF DELIVERY UNITS OF THE CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES FOR THE 2017 PERFORMANCE-BASED BONUS (PBB)

Relative to the grant of the 2017 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 Forms A and A1. Units that are not part of Forms A & A1 shall use the score in their respective Performance Governance Scorecards as eligibility requirement. Attainment of at least of **Satisfactory (3.75)** in the PGS Scorecard is the primary criteria for eligibility.

The responsible CIAP delivery units must satisfy the following criteria:

- 1) Achieved 100% of delivery units approved annual performance targets;
 - 2) Utilized 100% of their respective allotted budget for the year;
 - 3) Submitted accomplished Performance Governance Scorecard;
 - 4) Submitted statement of Asset and Liabilities on prescribed deadline.
2. **Organizational Performance Rating (OPR).** Scores in the Performance Contract or PGS as well as Peer Ranking shall be used to determine Organizational Performance Rating. In sum, formula is as follows:

OPR= Performance Contract or PGS (80%)+Peer Ranking (20%)

Where:

- Performance Contract or PGS shall represent 80% of delivery unit's rating.

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- Peer ranking shall refer to forced ranking by the Undersecretary for Competitiveness Ease of Doing Business Group (CEODBG) and by the Executive Directors of CIAP, PCAB, PODCB, CIAC and CMDF and shall represent 20% of the total OPR

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

Ranking	Performance Category
Best	First 10%
Better	Next 25%
Good	Next 65%
Total	100%

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

This order shall take effect immediately.



ATTY. RUTH B. CASTELO
Undersecretary

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