

GUIDELINES IN THE RANKING OF BUREAUS, OFFICES, ATTACHED AGENCIES AND DELIVERY UNITS OF THE DEPARTMENT OF TRADE AND INDUSTRY (DTI) FOR THE 2014 PERFORMANCE-BASED BONUS (PBB)

Coverage

- Bureaus
- Delivery Units (PBR, CARP, Executive Offices)
- Attached Agencies

Process

1. **Eligibility Criteria.** Officials and staff of a bureaus, office, or attached agency are deemed qualified to receive the PBB if it has accomplished its targets declared under Forms A, A1, B. Units that are not part of Forms A, A1, B shall use the score in their respective Performance Contract as eligibility requirement. Attainment of a minimum grade of **Satisfactory (3.75)** in the 2014 Performance Contract is the primary criteria for eligibility.
2. **Organizational Performance Rating (OPR).** Scores in the Performance Contract as well as Forced Ranking by the respective Supervising Undersecretary shall be used to determine Organizational Performance Rating. Also added is the DTI Secretary's rating, called the SGLD Factor. In sum, formula is as follows:
$$\text{OPR} = \text{Performance Contract (40\%)} + \text{U/Sec Ranking (50\%)} + \text{SGLD Factor (10\%)}$$

Where:

 - *Performance Contract (planning toolkit) shall represent 40% of organization's rating.*
 - *U/Sec Ranking shall refer to forced ranking by the Undersecretaries in 2014 and shall represent 50% of total OPR. U/Sec Ranking is determined according to a 75:25 weight ratio, with the supervising Undersecretary weighted 75%, and the average of all the other undersecretaries' rankings is weighted 25%.*
3. **DTI ranking** – the scores of all bureaus, offices, and delivery units were consolidated to determine the overall DTI ranking of bureaus, offices, delivery units and attached agencies. The consolidated list defined the top 15%, next 30% and 55% as best, better, good respectively. With all 43 offices (attached agencies, bureaus, offices and delivery units) deemed qualified, DTI units were classified as follows:

6	Best	15%
13	Better	30%
24	Good	55%
43	Total	100%

4. **Final validation** - The DTI Secretary, by virtue of his authority vested under EO80 reviewed the results and approved the ranking of offices under the DTI.