

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

Coverage

- Bureaus
- Delivery Units (PMT-BR, 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 PGS Scorecards as eligibility requirement. Attainment of a minimum grade of **Satisfactory (3.75)** in the PGS Scorecard 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 to be 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** – Eligible bureaus, offices, delivery units, and attached agencies shall be ranked based on their Organizational Performance Rating. These DTI units would be classified as follows:

	Having passed EODB conditions	Ordinarily
Best	First 15%	First 10%
Better	Next 30%	Next 25%
Good	<u>Next 55%</u>	<u>Next 65%</u>
Total	100%	100%

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