

**Guidelines on the Ranking of Philippine Fiber Industry Development Authority (PhilFIDA) personnel as basis for the granting of Performance Based Bonus (PBB) for FY 2017**

The Philippine Fiber Industry Development Authority (PhilFIDA) will implement the following guidelines on the ranking of its operating units/offices and personnel as basis for the granting of Performance-Based Bonus (PBB) in FY 2017.

I. Operating Units/Offices to be ranked

1. Regional Office I - Batac, Ilocos Norte\*
2. Regional Office IV - NCR
3. Regional Office V - Legaspi City
4. Regional Office VII - Cebu City\*
5. Regional office VIII - Tacloban City
6. Regional Office IX - Pagadian City
7. Regional Office X - Cagayan de Oro City
8. Regional Office XI - Davao City
9. Regional Office XIII - Butuan City
10. Divisions (7) - Central Office

II. Mechanics of ranking the performance of operating units

1. The operating units will be forced ranked using point system. The total percentage of indicators with at least 90% performance under Forms A (Operations, STO, and GASS) and B will be computed for each of the operating offices/units using the following :

No. of indicators with at least 90% accomplishment	Equivalent points
11 - 12	10
9 - 10	8
6 - 8	6
3 - 5	4
0 - 2	2
0	0

- Include Regional Satellite Office I - Wangal, Benguet
- Include Regional Satellite Office VI - Iloilo City

2. The operating offices/units will be forced ranked on the basis of the result of the computation above, from highest to lowest, as follows:

Ranking	Performance Category	No. of delivery
Top 10%	Best Operating unit	2
Next 25%	Better Operating unit	4
Next 65%	Good Operating unit	10

3. If the Agency was able to achieve at least 90% of each indicators under the Planning Tool, the following ranking will be followed:

Ranking	Performance Category	No. of delivery
Top 15%	Best Operating unit	3
Next 30%	Better Operating unit	5
Next 55%	Good Operating unit	8

### III. Mechanics of ranking the performance of personnel

The organizational unit (Division/office) will be ranked according to their Office Performance Commitment Review (OPCR) based on the following:

Ranking	Performance Category
Top 10%	Best Operating unit/office
Next 25%	Better Operating unit/office
Next 65%	Good Operating unit/office

The individual employee will be ranked according to their Individual Performance Commitment Review (IPCR)

- a. For the Best operating unit:

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

- b. For the Better operating unit:

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

c. For the Good operating unit:

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

IV. Appeals/Complaints on Rating

Operating units/offices that are dissatisfied with their rating can file an appeal to the Performance Management Team (PMT) within three (3) working days upon receipt of their performance evaluation. The PMT shall resolve concerns appeal/complaints.



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