



Human Resource Management Field Office 11 &lt;hr.fo11@dswd.gov.ph&gt;

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## AO 10 s.2020 - Guidelines in Ranking DSWD Delivery Units for the Grant of FY 2020 Performance-Based Bonus

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**AS-Records and Archives Management Division** <records@dswd.gov.ph>

Thu, Oct 1, 2020 at 1:38 PM

To: Central Office Advisory &lt;co.advisory@dswd.gov.ph&gt;, fobroadcast &lt;fobroadcast@dswd.gov.ph&gt;

Dear all,

For your information.


Please acknowledge upon receipt.

Thank you po.

[Records and Archives Management Division](#)*Department of Social Welfare and Development**IBP Rd., Batasan Complex, Constitution Hills, Quezon City; Zip Code: 1126**Tel No. 9517119 / Telefax. 9319105 / Trunkline 9318101-07 Local 505*

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 **AO 10 s.2020.pdf**  
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**ADMINISTRATIVE ORDER**No. 10

Series of 2020

**SUBJECT: GUIDELINES IN RANKING DSWD DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS**

**I. RATIONALE**

The Performance-Based Bonus (PBB) is a top-up bonus provided to government officials and employees through the Performance-Based Incentive System (PBIS) which was established through the Executive Order No. 80<sup>1</sup>, Series of 2012, and Executive No. 201 s. 2016<sup>2</sup>.

The PBB is given to government employees on the basis of their Offices' performance and contributions in achieving the targets committed by the Agency. The provision of PBB aims to recognize government personnel who play greater roles and carry heavier responsibilities in attaining performance targets and delivering results.

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO25 IATF)'s Memorandum Circular (MC) No. 2020-1 or Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2020 sustains the basic requirements for the grant of the PBB. Furthermore, the memorandum circular supports the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Act of 2018.

The issuance of these guidelines meets the conditions stipulated in the MC No. 2020-1, which require all government agencies to develop a system of ranking delivery units in terms of office performance as basis for the grant of the Performance- Based Bonus.

**II. ELIGIBILITY CRITERIA**

1. The identified DSWD Delivery Units<sup>3</sup> as per the approved organizational structure of the Department indicated in the 2005 DSWD Rationalization and Streamlining Plan (RSP), listed in Annex A.
2. The Department and its corresponding delivery units that meet the criteria and conditions stipulated in Sections 3.0, 4.0, 5.0 and 6.0 of the AO 25 IATF MC No.

<sup>1</sup> Directing the Adoption of a Performance-Based Incentive System for Government Employees

<sup>2</sup> Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional benefits for Both Civilian and military and uniformed Personnel

<sup>3</sup> A delivery unit is the primary division of the Department performing substantive line functions, technical services or administrative support, as reflected in the Department's/Agency's organizational structure/functional chart (as defined in AO 25 IATF MC No. 2019-1).



2020-1 (attached as Annex B) are eligible for the FY 2020 PBB.

### III. RANKING SYSTEM AND PROCEDURE

1. The ranking of the DSWD Delivery Units shall be based on the final Office Performance Contract Review (OPCR) ratings received during the FY 2020 Performance Review and Evaluation.
2. Eligible Delivery Units shall be forced-rank according to their respective performance ratings following the distribution<sup>4</sup> below:

Delivery Unit Distribution	OBS Distribution	Rating
Top 10%	3	Best Delivery Units
Next 25%	7	Better Delivery Units
Next 65%	19	Good Delivery Units

3. In case of a tie, decimal places of the OPCR ratings shall be stretched until the tie is broken or as deliberated on by the Performance Management Team (PMT). The decision of the PMT shall be deemed as final and executory.

### IV. RATES FOR FY 2020 PBB

As stipulated in the AO25 Secretariat MC 2020-1, "The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020..."

The amount of PBB received by eligible officials and employees<sup>5</sup> shall depend on the performance ranking of the Delivery Unit where they belong, with the rate computed as a multiple of one's basic monthly salary (including Step Increment) based on the table below:

Performance Category	PBB as % of Basic Monthly Salary
Best Delivery Units	65%
Better Delivery Units	57.5%
Good Delivery Units	50%

### V. INSTITUTIONAL ARRANGEMENTS

1. The PMT shall determine and finalize the office performance ranking, list of PBB eligible employees, and the corresponding budget allocated for the grant of the PBB in the Department. Further, as the designated policy-making body for the performance management system, the PMT shall address issues/concerns and

<sup>4</sup> The distribution of delivery units shall be computed top-down, and by rounding-up the number of delivery units allotted per section.

<sup>5</sup> Section 8.0 of the AO25 Secretariat Memorandum Circular No. 2020-1.





appeals/grievances arising out of the policies and criteria adopted for the grant of the PBB.

2. All Heads of Offices, Bureaus, Services and Regional Director shall be responsible for complying with the Good Governance Conditions (GGCs) and in accomplishing the performance targets committed by the Department for FY 2020.
3. Focal Offices listed below shall lead the monitoring and compliance to the FY 2020 PBB requirements:

Requirements	Responsibility Center
<b>A. GOOD GOVERNANCE CONDITIONS</b>	
1. Maintaining/Updating Transparency Seal	ICTMS
2. Posting/Updating the PhilGeps Posting	PMS
3. Maintaining/ Updating the Citizen's/ Service Charter <ul style="list-style-type: none"> <li>• Submission of Certificate of Compliance (CoC)</li> </ul>	OSG
<b>B. PHYSICAL TARGETS</b>	
1. Streamlining and Process Improvement of Agency's Services <ul style="list-style-type: none"> <li>1.1. Modified Form A- Department Performance Report (Part I); and</li> <li>1.2. Modified Form A1- Details of Bureau/Office Performance Report</li> </ul>	Task Force on Ease of Doing Business
2. Citizen/Client Satisfaction (Submission of Citizen/Client Satisfaction Report)  <i>New featured requirement- <b>Best Practice in Service Quality or Productivity</b></i>	Task Force on Ease of Doing Business
3. Certification/ Recertification of QMS Certification	GASSG
4. General Administration and Support Services (GASS) Targets	

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<p>4.1. Budget Utilization Rate (BUR)</p> <ul style="list-style-type: none"> <li>• Obligations BUR</li> <li>• Disbursements BUR</li> </ul> <p>4.2. Sustained Compliance with Audit Findings</p> <p>4.3. Submission of Quarterly BFARs online thru Unified Reporting System (URS)</p> <p>4.4. Submission of Financial Reports to COA</p>	<p>FMS</p>
<p>4.5. Procurement Documents</p> <ul style="list-style-type: none"> <li>• FY 2020 Annual Procurement Plan (APP) non-Common Supplies and Equipment (APP NON-CSE);</li> <li>• Indicative FY 2021 APP non- CSE</li> <li>• FY 2020 APP CSE;</li> <li>• Undertaking of Early Procurement for at least 50% of goods and services;</li> <li>• Submission of Result of FY 2019 APCPI System</li> </ul>	<p>PMS</p>
<p><b>C. OTHER CROSS-CUTTING REQUIREMENTS</b></p>	
<p>4.6. Establishment and Conduct of Agency Review and Compliance Procedure of Statement and Financial Disclosures</p> <ul style="list-style-type: none"> <li>• Submission of SALN of Employees</li> </ul>	<p>Central Office- Review and Compliance Committee (HRMDS as Secretariat)</p> <p>All Heads of Offices, Bureaus, Services (HRMDS to consolidate)</p>
<p>4.7. Compliance to Freedom of Information (FOI)</p> <ul style="list-style-type: none"> <li>• Peoples FOI Manual;</li> <li>• Agency Information Inventory;</li> <li>• 2019 FOI Summary Report;</li> <li>• 2019 FOI Registry;</li> <li>• Screenshot of Agency's website page linked to the electronic FOI portal</li> </ul>	<p>OSG-SMS and GASSG-AS</p>



<ul style="list-style-type: none"> <li>Modified one-page FOI Manual</li> </ul>	
<b>4.8. Requirements for Reporting of Compliance</b> <ul style="list-style-type: none"> <li>Modified Form A</li> <li>Form 1: Report on Ranking of Offices/Delivery Units and Evaluation Matrix</li> </ul>	<b>PDPB HRMDS</b>

The compliance for which shall follow the timeline stipulated in Section 9.0 of the AO25 IATF MC No. 2020-1.

- All Cluster Heads shall likewise monitor the compliance to the PBB requirements of the OBS under their cluster.
- ICTMS shall be responsible for posting and ensuring the completeness of the documents posted in the DSWD website's Transparency Seal (TS) page. Moreover, the following Offices shall be responsible in preparing and endorsing the following documents to ICTMS:

<b>Transparency Seal Requirements</b>	<b>Responsibility Center</b>
I. Agency's Mandates, Vision, Mission and List of its officials with their position and designation, and contact information	HRMDS
II. DBM Approved Budget and corresponding Targets for FY 2020	
a. Budget for FY 2020	FMS
b. GAA performance targets for FY 2020	PDPB
III. Modifications made pursuant to the General and special provisions in the FY 2020 GAA (indicate if not applicable)	FMS
IV. Procurement Documents	PMS
a. FY 2020 Annual Procurement Plan	
b. FY 2020 APP Non-CSE	
c. Indicative FY 2021 APP Non-CSE	
d. FY 2021 APP CSE	
V. Major Projects, and Programs and Activities, Beneficiaries, and Status of Implementation for FY 2020 (Indicate if not applicable)	PDPB
a. Major Projects, Programs 2020	
b. Beneficiaries 2020	
c. Status of Implementation 2020	





VI. Annual Financial Reports (whole year/ as of December end of the year/4th quarter)	
a. 2016-2020 FAR No. 1:SAAOBDB (Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)	FMS
b. 2016-2020 BAR No. 1 – Quarterly Physical Report of Operations/Physical Plan	FMS
c. 2016-2020 BAR No. 1-Annual Physical Report on Operations/Physical Plan	PDPB
d. 2016-2020 FAR No. 5 – Quarterly Report on Revenue and Other Receipts	FMS
e. 2016-2020 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations	FMS
VII. Annual Reports on the Status of Income authorized by law to be deposited outside the National Treasury (indicate if not applicable)	FMS
VIII. Quality Management System (QMS) Certification of at least one core process	GASSG
IX. System of Agency Ranking Delivery Units for FY 2020 PBB	PDPB
X. Agency Review and Compliance Procedure of Statement and Financial Disclosures	HRMDS
XI. Freedom of Information	SMS
a. Updated People's FOI Manual signed by Head of Agency	
b. Agency Information Inventory	
c. 2020 FOI Summary Report	
d. 2020 FOI Registry	
e. Visible and functional FOI logo linked to the e-FOI portal	

6. The Human Resource Management Development Service (HRMDS), with technical support from the Policy Development and Planning Bureau, shall serve as the FY 2020 PBB Secretariat. The PBB Secretariat shall be responsible for, ushering all DSWD Offices and PBB Focal Persons<sup>6</sup> in complying the FY 2020

<sup>6</sup> IATF MC No. 2020-1. Section 11.8. Department Secretaries/Heads of Agencies shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the Performance Management Group/Team and to recommend strategies to instill a culture of performance within the department/agency.



PBB Requirements of the Department and shall likewise serve as liaison between the DSWD's Performance Management Team (PMT) and AO25 IATF on the grant of the FY 2020 PBB.

**VI. REPEALING CLAUSE**

All previous issuance contrary to or inconsistent with this Administrative Order are hereby repealed, modified or amended accordingly.

**VII. EFFECTIVITY**

This Administrative Order shall take effect immediately. Issued in Quezon City this 30<sup>th</sup> day of September 2020.



**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Certified True Copy:

01 OCT 2020



**CHELOVA CHARISSE ALBORNOZ-BARRACA**  
Administrative Officer III  
Records & Archives Mgt. Division



## DSWD DELIVERY UNITS FOR THE GRANT OF FY 2020 PBB

<b>CENTRAL OFFICE</b>
1. Office of the Secretary
1.1. Office of the Secretary Proper
1.2. Office of the Undersecretary for Social Welfare and Development
1.3. Office of the Undersecretary for Standards and Capacity Building
1.4. Office of the Undersecretary for General Administration and Support Services
1.5. Office of the Undersecretary for Operations
1.6. Office of the Undersecretary for Disaster Response Management
1.7. Office of the Undersecretary for Policy and Plans
1.8. Office of the Undersecretary for Special Concerns
1.9. Office of the Undersecretary for Legislative Liaison Affairs
1.9.1 <i>Department Legislative Liaison Office</i>
1.10. Office of the Undersecretary for Special Projects
1.11. Office of the Undersecretary for Inclusive and Sustainable Peace
1.12. Office of the Assistant Secretary for OSEC Concern
1.12.1 <i>National Household Targeting Office</i>
1.13. Office of the Assistant Secretary for Luzon Affairs
1.14. Office of the Assistant Secretary for Mindanao Affairs
1.15. Office of the Assistant Secretary for Visayas Affairs
1.16. Office of the Assistant Secretary for Policy and Plans
1.16.1 <i>Technical Assistance Unit (Resource Generation and Management Office)</i>
1.17. Office of the Assistant Secretary for General Administration and Support Services
1.18. Office of the Assistant Secretary for Standards and Capacity Building
1.19. Office of the Assistant Secretary for Disaster Response Management
1.21. Office of the Assistant Secretary for Specialized Programs
1.22. Office of the Assistant Secretary for Statutory Programs
1.22.1 <i>Unconditional Cash Transfer National Program Management Office</i>
2. Internal Audit Service
3. Administrative Service
3.1. Procurement Service (Procurement Management Service)
4. Financial Management Service (Finance and Management Service)
5. Human Resource Management Service (Human Resource Development Service)
6. Legal Service
7. Management Information System Service (Information and Communication Technology Management Service)
8. Social Marketing Service
9. Policy Development and Planning Bureau
10. Social Technology Bureau

11. Standards Bureau
12. Program Management Bureau
12.1. Pantawid Pamilyang Pilipino Program
12.2. KALAHI CIDSS NCDDP
12.3. Sustainable Livelihood Program
12.4. Protective Services Bureau
12.5. Social Welfare Attache Office (International Social Services Office)
12.6. Disaster Response Management Bureau
12.7. National Response and Logistics Management Service
13. Social Welfare Institutional Development Bureau
<b>FIELD OFFICES</b>
14. Field Office NCR
15. Field Office CAR
16. Field Office I
17. Field Office II
18. Field Office III
19. Field Office IV-A
20. Field Office IV-MIMAROPA
21. Field Office V
22. Field Office VI
23. Field Office VII
24. Field Office VIII
25. Field Office IX
26. Field Office X
27. Field Office XI
28. Field Office XII
29. Field Office CARAGA



## Classification of DSWD Delivery Units per Cluster

ANNEX D

### DSWD DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

<b>CENTRAL OFFICE<sup>1</sup></b>	
1. Office of the Secretary Group (OSG)	
1.1. Office of the Secretary Proper (OSEC Proper)	
1.1.1. Department Security Office (DSO)	
1.2. Office of the Undersecretary for Social Welfare and Development	
1.2.1. Operations Center	
1.3. Office of the Assistant Secretary for OSEC Concerns	
1.3.1. Administration Office	
1.4. Office of the Undersecretary for Inclusive and Sustainable Peace	
1.5. Office of the Undersecretary for Special Projects of the DSWD	
1.6. Internal Audit Service (IAS)	
1.7. Social Marketing Service (SMS)	
1.8. Information and Communications Technology Management Service (ICTMS)	
1.9. National Household Targeting Office (NHTO)	
2. Operations Group	
2.1. Office of the Undersecretary for Operations	
2.2. Office of the Assistant Secretary for Statutory Programs	
2.3. Program Management Bureau (PMB)	
2.4. International Social Service Office (ISSO)	
2.5. Office of the Assistant Secretary for Specialized Programs	
2.6. Pantawid Pamilyang Pilipino Program Management Office (4Ps NPMO)	
2.7. Kalahi-CIDSS National Program Management Office (KC-NPMO)	
2.8. Sustainable Livelihood Program National Program Management Office (SL NPMO)	
3. Disaster Response Management Group (DRMG)	
3.1. Office of the Undersecretary for Disaster Response Management (OUSDRM)	
3.2. Office of the Assistant Secretary for Disaster Response Management (OASDRM)	
3.3. Disaster Response Management Bureau (DRMB)	
3.4. National Resource and Logistics Management Bureau (NRLMB)	
4. Support to Operations Group (SOG)	
4.1. Office of the Undersecretary for Standards and Capacity Building (OUSSCB)	
4.2. Unconditional Cash Transfer National Program Management Office (UCT NPMO)	
4.3. Office of the Assistant Secretary for Standards and Capacity Building (OASSCB)	
4.4. Standards Bureau (SB)	
4.5. Social Welfare Institutional Development Bureau (SWIDB)	
4.6. Social Technology Bureau (STB)	
4.7. Office of the Undersecretary for Policy and Plans (OUSPP)	
4.8. Department Legislative Liaison Office (DLLO)	
4.9. Office of the Assistant Secretary for Policy and Plans (OASPP)	
4.10. Policy Development and Planning Bureau (PDPB)	

<sup>1</sup> Based on DSWD Administrative Order No. 01 Series of 2019 on the Management Reorganization of the DSWD Central Office and relevant amendments such as DSWD Administrative Order No. 4 s. 2019 issued on February 28, 2019 and DSWD Administrative Order No. 7 s. 2019 Amendment to AO 1 s. 2019-Management Reorganization of DSWD Central Office issued on April 30, 2019. This is also based on Special Order No. 386 s. 2019 issued on February 8, 2019, Special Order 829-s. 2019 issued on March 9, 2019 and DSWD Administrative Order No. 7 s. 2019 Amendment to AO 1 s. 2019-Management Reorganization of DSWD Central Office issued on April 30, 2019.



## Classification of DSWD Delivery Units per Cluster

4.11. Resource Generation and Management Office (RGMO)
5. General Administration and Support Services Group (GASSG)
5.1. Office of the Undersecretary for General Administrative and Support Service (OUSGASS)
5.2. Office of the Assistant Secretary for Administration (OASA)
5.3. Administrative Service (AS)
5.4. Human Resource Management and Development Service (HRMDS)
5.5. Office of the Assistant Secretary for Support Services (OASSS)
5.6. Finance and Management Service (FMS)
5.7. Procurement Management Service (PMS)
5.8. Legal Service (LS)
6. Special Concerns Group (SCG)
6.1. Office of the Undersecretary for Special Concerns (OUSSC)
6.2. Office of the Assistant Secretary for Luzon Affairs
6.3. Office of the Assistant Secretary for Visayas Affairs
6.4. Office of the Assistant Secretary for Mindanao Affairs
<b>FIELD OFFICES<sup>2</sup></b>
7. Field Office I
8. Field Office II
9. Field Office III
10. Field Office IV CALABARZON
11. Field Office IV MIMAROPA
12. Field Office V
13. Field Office VI
14. Field Office VII
15. Field Office VIII
16. Field Office IX
17. Field Office X
18. Field Office XI
19. Field Office XII
20. Field Office NCR
21. Field Office CARAGA
22. Field Office CAR

<sup>2</sup> Based on the Administrative Order No. 01 Series of 2018 on the Functional Structure of the DSWD Field Offices.