

**ANNEX 8**  
**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS**  
**FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)**

**I. RATING OF INDIVIDUAL PERFORMANCE**

**Actual Accomplishment over Success Indicators**

An official/employee's rating is based on his/her actual accomplishments against success indicators of targets and measures. Supervisors rate subordinates according to the following rating system:

DESCRIPTIVE VALUE	POINTS / SCORE	DESCRIPTION
Outstanding	5	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employees' achievement and contributions to the organization are marked excellence. Performance exceeding targets by 30% and above of the planned.
Very Satisfactory	4	Performance exceeding expectations. All goals, objectives and targets were achieved above the established standards. Performance exceeding targets by 15% to 29%
Satisfactory	3	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met. Performance of 100% up to 114% of the planned target.
Unsatisfactory	2	Performance failed to meet expectations, and/or one or more of the most critical goals were not met. Performance of 51% to 99% of planned targets.
Poor	1	Performance was consistently below expectations, and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas. Performance failing to meet the planned targets by 50% or below.

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**II. GROUPING AND RANKING OF OFFICES**

**Grouping of Bureaus/Offices**

In accordance with Memorandum Circular No. 2016-2 by the AO25 Secretariat dated 12 October 2016, the PSC shall be divided into the following delivery units for purpose of the grant of the FY 2019 PBB:

Philippine Sports Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman/Board of Commissioners*</li> <li>• Office of the Executive Director</li> <li>• Services               <ul style="list-style-type: none"> <li>• Service Units under the Bureau of Administrative, Financial and Management Services (BAMFS)</li> <li>• Service Units under the Bureau on Coordinating Secretariat and Support Services (BCSSS)</li> </ul> </li> </ul>
*Includes Offices of Commissioners and their immediate support staff	

**Ranking of Individuals**

Officials and employees in a given bureau/office are ranked from highest to lowest based on the average of their performance ratings during two (2) semesters (January to June, and July to December) of a given calendar year in their Individual Performance Commitment Review (IPCR) forms.

**Ranking of Bureaus/Offices**

The average of individual performance ratings/assessments earned by all officials and employees under a specific bureau/office are added then divided by the number of officials and employees of said office. The bureau/office with the highest average rating is then named the Best Performer, while bureaus/offices with the second and third highest average ratings are deemed as Better and Good, respectively.

  
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**LORNA B. LORICO**  
 Administrative Officer V

Date:

  
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**WILLIAM I. RAMIREZ**  
 Chairman

Date: