



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.13 DPWH
05-06-2013

MAY 03 2013

DEPARTMENT ORDER)
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No. 45)
Series of 2013 *WKB 05-06-13*)

SUBJECT : **MECHANICS OF RANKING OFFICES
AND PERSONNEL AS BASIS FOR THE
GRANT OF PERFORMANCE-BASED
BONUS (PBB) PURSUANT TO E.O.
80, s. 2012**

In connection with the implementation of a performance-based incentive system in this Department pursuant to E.O. No. 80 dated 20 July 2012, the following mechanics of ranking offices and personnel as basis for the grant of Performance-Based Bonus (PBB) for CY 2012 are hereby prescribed:

Evaluation of Offices

The implementing offices (Regional Offices and District Engineering Offices) shall be ranked based on their respective performance and accomplishments (of set targets) for CY 2012 using the following criteria: a) *Construction Accomplishment*; b) *Quality Control*; c) *Maintenance Rating*; and d) *Absorptive Capacity*. Except "*Maintenance Rating*", the same criteria shall also be applied in evaluating the performance of each Project Management Office (PMO).

On the other hand, the performance of the offices in the Central Office (OSEC Proper, Bureaus and Services) shall be evaluated based on the targets each office has accomplished in accordance with their respective approved Annual Goals and Operations Plans for CY 2012.

Only the offices within the Department that achieved at least 90% of their respective targets shall be entitled to the PBB at varying amounts. The Secretary shall force-rank the offices according to their performance following a normal distribution.

Distribution of Performance of Offices/Delivery Units	
Distribution	Rating/Category
10%	Best
25%	Better
65%	Good

Evaluation of Personnel

The personnel shall be ranked based on their individual performance targets, which must be aligned with the office performance targets, they have committed and accomplished for the last two (2) rating periods using the Department's existing and established Performance Evaluation Systems (PES) categorized as follows:

- Management by Objectives and Results Evaluation (M.O.R.E) ---- 1st and 2nd levels
- Performance Appraisal System for District Engineers (PADE) ----- District Engineers
- Career Executive Service Performance Evaluation System (CESPES) ----3rd level

The personnel's performance outputs shall be evaluated based on their performance ratings for the last two (2) semesters as reflected in their respective Performance Appraisal Reports (PARs) in the MORE and PADE, and for CY 2011 for CESPES. Employees in the offices that ranked Good, Better and Best shall be entitled to PBB in varying rates provided they got a performance rating of at least Satisfactory, and that they should be in the service as of 30 November 2012 and must have rendered eleven (11) months of service for the year. Those who have rendered at least six (6) months but less than eleven (11) months of service shall be entitled to pro-rated PBB as follows:

Length of Service	% of PBB
10 months but < 11 months	90%
9 months but < 10 months	80%
8 months but < 9 months	70%
7 months but < 8 months	60%
6 months but < 7 months	50%

The Director concerned shall force-rank all their employees within the office according to their performance following a normal distribution.

Distribution of Performance Categories of Personnel in Every Delivery Unit	
Distribution	Rating/Category
10%	Best
25%	Better
65%	Good

The rate of PBB Incentives shall be as follows:

Rates of Performance-Based Bonus Incentives			
Performance Categories of Offices/Delivery Units	Performance Categories of Personnel		
	Best Performer (10%)	Better Performer (25%)	Good Performer (65%)
Best Office (10%)	35,000	20,000	10,000
Better Office (25%)	25,000	13,5000	7,000
Good Office (65%)	15,000	10,000	5,000

This Order, which supersedes previous issuances to the contrary, shall cover the performance of offices and employees for CY 2012.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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Ranking of Offices and Employees in the DPWH for Performance-Based Bonus (PBB) for CY 2012
(As of 30 November 2012)

Office	No. of Office	No. of Personnel	Percentage	
			Office	Personnel
OSEC Proper	1	60	0.4%	0.3%
Services	6	859	2.6%	4.5%
Bureaus	5	713	2.2%	3.7%
Project Management Offices	20	886	8.7%	4.7%
Regional Offices	16	4,475	7.0%	23.5%
District Engineering Offices	181	12,026	79.0%	63.2%
	229	19,019	100%	100%

Department Wide

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	23	1,902	190	475	1,236
Better (25%)	57	4,755	475	1,189	3,091
Good (65%)	149	12,362	1,236	3,091	8,036
TOTAL	229	19,019	1,902	4,755	12,362

Ranking of Offices

Executive & Support Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	1	163	16	41	106
Better (25%)	3	408	41	102	265
Good (65%)	8	1,061	106	265	690
TOTAL	12	1,632	163	408	1,061

Project Management Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	2	89	9	22	58
Better (25%)	5	222	22	55	144
Good (65%)	13	576	58	144	374
TOTAL	20	886	89	222	576

Regional Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	2	448	45	112	291
Better (25%)	4	1,119	112	280	727
Good (65%)	10	2,909	291	727	1,891
TOTAL	16	4,475	448	1,119	2,909

District Engineering Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	18	1,203	120	301	782
Better (25%)	45	3,007	301	752	1,954
Good (65%)	118	7,817	782	1,954	5,081
TOTAL	181	12,026	1,203	3,007	7,817

Ranking of Offices and Employees in the DPWH for Performance-Based Bonus (PBB) for CY 2012
(As of 30 November 2012)

Office	No. of Office	No. of Personnel	Percentage	
			Office	Personnel
OSEC Proper	1	58	0.4%	0.0%
Services	6	769	2.6%	0.5%
Bureaus	5	670	2.2%	0.4%
Project Management Offices	20	629	8.7%	0.4%
Regional Offices	16	4,026	7.0%	2.6%
District Engineering Offices	181	9,596	79.0%	6.1%
	229	15,748¹	100%	10%

Department Wide

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	23	15,748	35,000.00 1575	20,000.00 3937	10,000.00 10,236
Better (25%)	57	39,370	25,000.00 3937	13,500.00 9,843	7,000.00 25,591
Good (65%)	149	102,363	15,000.00 10,236	10,000.00 25,591	5,000.00 66,536
TOTAL	229	157,481	15,748	39,370	102,363

Ranking of Offices

Executive & Support Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	1	150	35,000.00 15	20,000.00 37	10,000.00 97
Better (25%)	3	374	25,000.00 37	13,500.00 94	7,000.00 243
Good (65%)	8	973	15,000.00 97	10,000.00 243	5,000.00 632
TOTAL	12	1,497	150	374	973

Project Management Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	2	63	35,000.00 6	20,000.00 16	10,000.00 41
Better (25%)	5	157	25,000.00 16	13,500.00 39	7,000.00 102
Good (65%)	13	409	15,000.00 41	10,000.00 102	5,000.00 266
TOTAL	20	629	63	157	409

Regional Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	2	403	35,000.00 40	20,000.00 101	10,000.00 262
Better (25%)	4	1,007	25,000.00 101	13,500.00 252	7,000.00 654
Good (65%)	10	2,617	15,000.00 262	10,000.00 654	5,000.00 1,701
TOTAL	16	4,026	403	1,007	2,617

District Engineering Offices

Office	No. of Office	No. of Personnel	Best Employee (10%)	Better Employee (25%)	Good Employee (65%)
Best (10%)	18	960	35,000.00 96	20,000.00 240	10,000.00 624
Better (25%)	45	2,399	25,000.00 240	13,500.00 600	7,000.00 1,559
Good (65%)	118	6,237	15,000.00 624	10,000.00 1,559	5,000.00 4,054
TOTAL	181	9,596	960	2,399	6,237
GRAND TOTAL	229	15,748	1,575	3,937	10,236

¹ Exclusive of Casuals

Illustrative Example:

Executive & Support Offices

Category	No. of Personnel	Best Performer (10%)	Better Performer (25%)	Good Performer (65%)
Best (10%)	163	35,000.00 16	20,000.00 41	10,000.00 106

Given:

1. Bureau A - 391 (10%) = 39

Category	No. of Personnel	Best Performer (10%)	Better Performer (25%)	Good Performer (65%)
Best (10%)	391	35,000.00 39	20,000.00 98	10,000.00 254

2. Bureau B - 41 (10%) = 4

Category	No. of Personnel	Best Performer (10%)	Better Performer (25%)	Good Performer (65%)
Best (10%)	41	35,000.00 4	20,000.00 10	10,000.00 27

Based on the aboved illustration (Executive & Support Offices), there are only 16 personnel under the said group that are entitled to P35,000.00 PBB. If Bureau A is adjudged as the "Best Office" under ESO, 39 personnel shall be getting P35,000.00 PBB. However, Since ESO as a group is limited to only 16 personnel, we proposed that the remaining 23 personnel be included in the number of personnel under the "Best Performer-Better Office" category either under the same group or other groups as the case maybe, thereby receiving a PBB of P25,000.00 each. We also proposed that in the event that the number of personnel who are qualified to receive P35,000.00 PBB is less than 16, as in the case of Bureau B, additional personnel (comprising the difference), forced ranked or chosen by the Director concerned, be likewise given P35,000.00 PBB each.