



OCT 01 2014

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

097.13 DPWH  
10-02-2014

DEPARTMENT ORDER )

No. **104** )  
Series of 2014 )

**SUBJECT : MECHANICS OF RANKING OFFICES  
AND PERSONNEL AS BASIS FOR  
THE GRANT OF PERFORMANCE-  
BASED BONUS (PBB) PURSUANT TO  
E.O. 80, S. 2012, FOR FY 2013**

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 **FY 2013** 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 2013 using the following criteria: *a) Construction Accomplishment; b) Quality Control; c) Maintenance; d) Absorptive Capacity; and e) Procurement.* "Supervision of DEOs" is another additional criterion in evaluating the performance of each Regional Office. Except "Maintenance" and "Procurement", 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 2013, and confirmed by the Management Committee (MANCOM).

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.

| <b><i>Distribution of Performance of Offices/Delivery Units</i></b> |                     |
|---|---------------------|
| <b>Rating/Category</b>  | <b>Distribution</b> |
| Best  | 10%                 |
| Better  | 25%                 |
| Good  | 65%                 |

**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 (MORE) – 1<sup>st</sup> and 2<sup>nd</sup> levels
- Performance Appraisal System for District Engineers (PADE) – District Engineers
- Career Executive Service Performance Evaluation System (CESPES) – 3<sup>rd</sup> 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 2013* 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 2013 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 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%      |

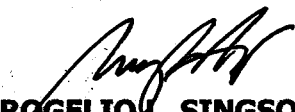
The Director concerned shall force-rank all their employees within the office according to their performance following a normal distribution.

| Distribution of Performance Categories of Personnel<br>in Every Delivery Unit |   |                              |
|---|---|------------------------------|
| Rating/Category<br>of Personnel   | For Offices Ranked<br>"Best and Better" | For Offices Ranked<br>"Good" |
| Best  | 15%                                     | 10%                          |
| Better  | 30%                                     | 25%                          |
| Good  | 55%                                     | 65%                          |

The rate of PBB Incentive shall be as follows:

| Rates of Performance-Based Bonus Incentives         |                                     |                         |                       |
|---|-------------------------------------|-------------------------|-----------------------|
| Performance Categories<br>of Offices/Delivery Units | Performance Categories of Personnel |                         |                       |
|   | Best Performer<br>15%               | Better Performer<br>30% | Good Performer<br>55% |
| Best Office (10%)                                   | 35,000                              | 20,000                  | 10,000                |
| Better Office (25%)                                 | 25,000                              | 13,500                  | 7,000                 |
| Good Office (65%)                                   | Best Performer<br>10%               | Better Performer<br>25% | Good Performer<br>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 2013.

  
**ROGELIO L. SINGSON**  
Secretary

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