



Republic of the Philippines  
Presidential Communications Operations Office  
BUREAU OF COMMUNICATIONS SERVICES  
Malacañang, Manila

**GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)  
FOR FY 2017**

**A. Unit Ranking**

1. The following are identified as delivery units of the Bureau:
  - a. Special Production Division. The SPD is composed of the following sections:
    - 1) Editorial Section
    - 2) Printing Section
    - 3) Creative Arts Section
    - 4) Circulation Section
  - b. Special Operations Division
  - c. Planning Division
  - d. Finance and Administrative Division. The FAD is composed of the following sections:
    - 1) Accounting Section
    - 2) Budget Section
    - 3) Cash Section
    - 4) Personnel Section
    - 5) Records Section
    - 6) Supply Section
    - 7) General Services Section
  - e. Office of the Director
2. The BCS Performance Management Team (PMT) shall propose to the Officer-in-Charge a ranking of respective units based on the following considerations:

- a. Unit contribution to MFO 50%
- b. Attainment of other targets and unit accomplishments 40%
- c. Complexity of the tasks handled and other performance 10%

- 3. Performance will be evaluated with numeric scores to reflect the relative rankings of the units.
- 4. The ordinal ranking will be used to determine under which category (Good, Better, Best) each unit belongs.

APPROVED:



**USEC. GEORGE A. APACIBLE**  
*Officer-in-Charge* 