



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 2018**

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 Director 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:


HOWARD LANCE A. UYKING
Director IV