



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 2019**

**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:

  
**MA. FLORINDA PRINCESS E. DUQUE**  
Director IV 