



**NATIONAL SECURITY COUNCIL  
SYSTEM OF PERFORMANCE-BASED SYSTEM OF RANKING  
OF DELIVERY UNITS FY 2020**

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**ANNEX 8**  
**GUIDELINE/MECHANIC IN RANKING OFFICES/DELIVERY UNITS**  
**FOR THE GRANT OF FY 2019 PERFORMANCE BASED BONUS**

**1 OBJECTIVE**

This *System of Performance-Based Ranking of Delivery Units* serves as a guiding framework in the conduct of the performance review of various offices that contribute to the attainment of the agency goals and objectives.

**2 SCOPE**

This system defines the activities and responsibilities of the heads of all units and all concerned individuals in different stages of the performance-based rating and ranking of agency's delivery units. The activities include consolidating all delivery units performance progress reports, conducting performance evaluation and the assessment, identifying best, better and good performers; and preparation of the report on the performance-based ranking.

**3 POLICY STATEMENT**

Pursuant to Civil Service Commission Memorandum Circular No. 6 series of 2012 entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)", performance review and evaluation shall be done at regular intervals to assess both the performance of the individual and his/her office. The time periods for performance review shall be the first week of July and the first week of January.

The NSC Strategic Performance Management System (NSC-SPMS FY 2018) which was approved by the Civil Service Commission - National Capital Region for implementation on 15 March 2019 provides the guidelines and mechanics for rating and ranking delivery units and individual employees.

Administrative Order 25 Memorandum Circular No. 2019-1 entitled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016" shall serve as the basis for determining the eligibility criteria, conditions, and requirements for the grant of the PBB to delivery units and individuals.

## **4 TARGET SETTING**

### **4.1 Performance Target**

- 4.1.1** The preparation of the performance commitment is done at the start of the performance period where the Head of Agency, the National Security Adviser/ NSC Director-General (NSA/DG-NSC) meets with the heads of the delivery units and agree on the outputs that shall be accomplished based on the goals/objectives of the agency. A delivery unit is the primary subdivision of the agency performing substantive line functions, technical services or administrative support, as reflected in the NSC organizational structure as shown in Figure 1: NSC Organizational Structure 2017-2022.
- 4.1.2** During this stage, success indicators are determined. Success indicators are performance level yardsticks consisting of performance measures and performance targets.
- 4.1.3** The agency performance measures and targets serve as bases in the preparation of the performance contracts and rating forms of the office/s and individual employee.
- 4.1.4** The office performance contracts in the form of Office Performance Commitment and Review Forms (OPCRF) are prepared by the heads of delivery units and submitted to the agency planning office.
- 4.1.5** The individual employee performance contract in the form of Individual Performance Commitment and Review Form (IPCRF) is prepared by the individual employee in coordination with his/her respective head of delivery unit and submitted to the human resource development services.
- 4.1.6** The assessment of the performance of delivery units and individual employees are based on the performance targets and measures as approved and indicated in the office and individual performance commitment contracts. The assessment is conducted every end of the performance rating period pursuant to the NSC-SPMS Calendar.

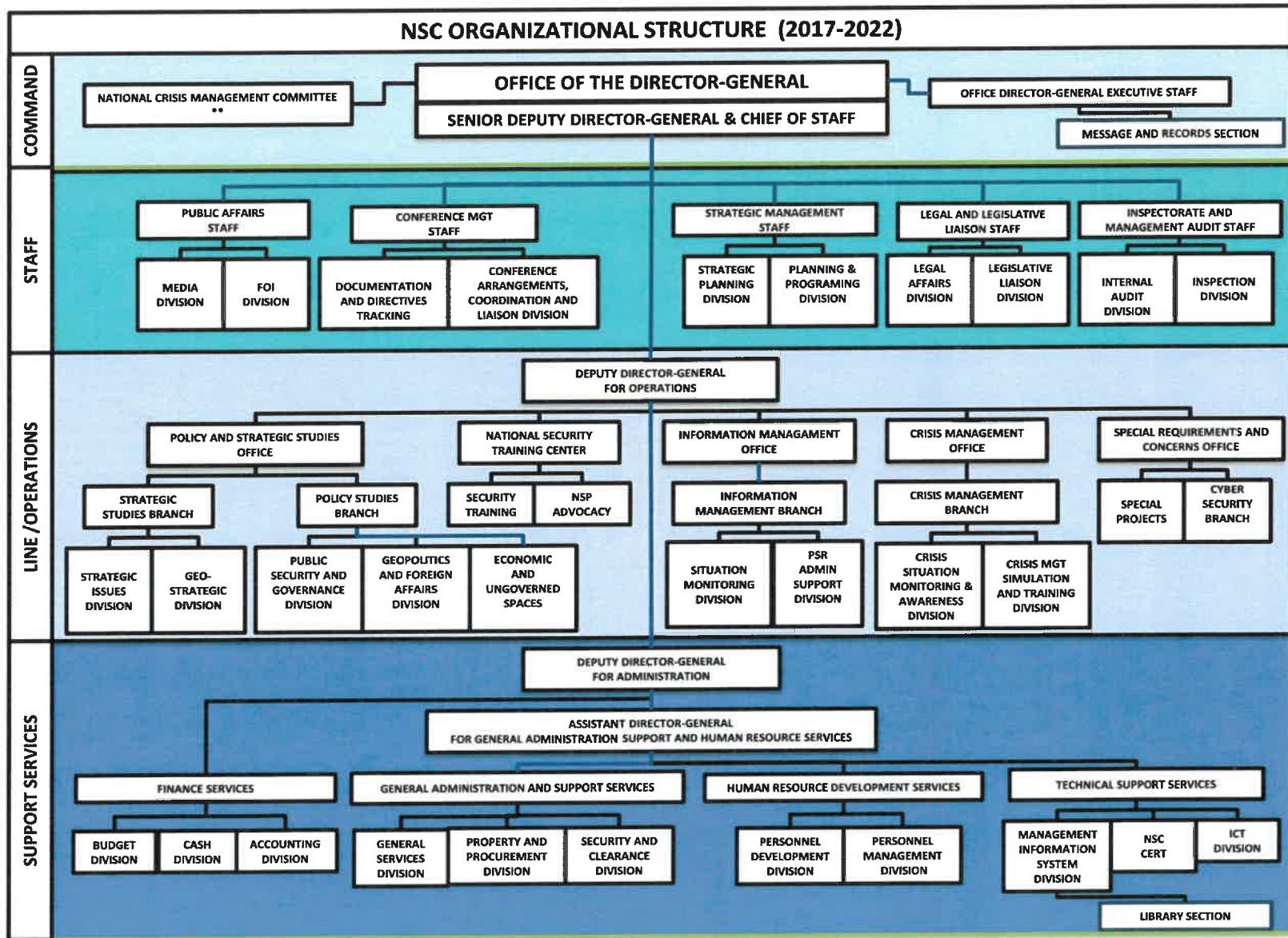


Figure 1. NSC Organizational Structure 2017-2022

4.1.7 Procedure details: Target Setting

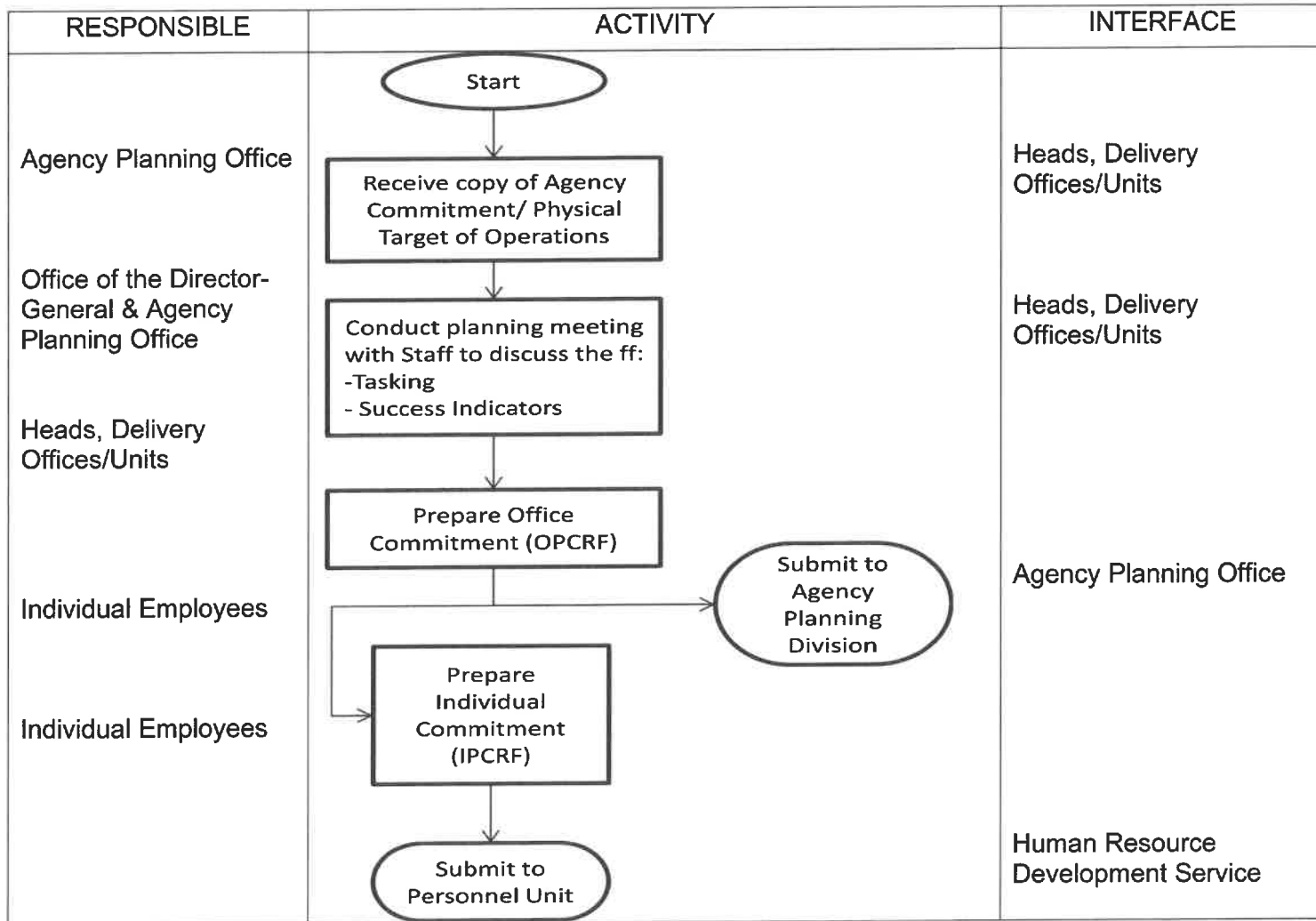


Figure 2. Procedure details: Target Setting

## 5 PERFORMANCE REVIEW

### 5.1 Assessment of Office/Delivery Units' Performance

**5.1.1** The agency planning office consolidates, reviews, validates and evaluates the accomplishment reports of the delivery units by comparing the accomplishments against the success indicators that were agreed upon at the start of the rating period.

**5.1.2** The Rating Scheme for Office/Delivery Units is shown in Figure 3.

Component
<b>Office Performance Rating (80%)</b>
Core Functions (50%)
Support Functions (30%)
<b>NSA Overall Satisfaction Rating (10%)</b>
<b>Client Survey Satisfaction Rating (10%)</b>

**Figure 3. Rating Scheme of Office/Delivery Units**

**5.1.3** The results of the assessment of the planning office are submitted to the Performance Management Team (PMT) for consideration and endorsement to the NSA/DG-NSC as head of the Agency.

**5.1.4** The NSA/DG-NSC determines the final ratings of delivery units which are the bases of the PMT in ranking and identifying which delivery units fall under the category of Best, Better and Good.

**5.1.5** The agency performance review conference is conducted annually by the PMT to discuss the office assessment with concerned heads of delivery units. The concerns and issues, if any that may arise from the assessment are resolved during this conference.

**5.1.6** The planning office provides each delivery unit with the final office assessment/ratings to serve as basis in assessing the performance of the individual employees. The delivery unit assessment/rating serves as a guide to the delivery unit heads to ensure that the average of all individual performance assessments is not higher than the unit performance assessment.



Procedure details: Performance Review of Office/Delivery Units

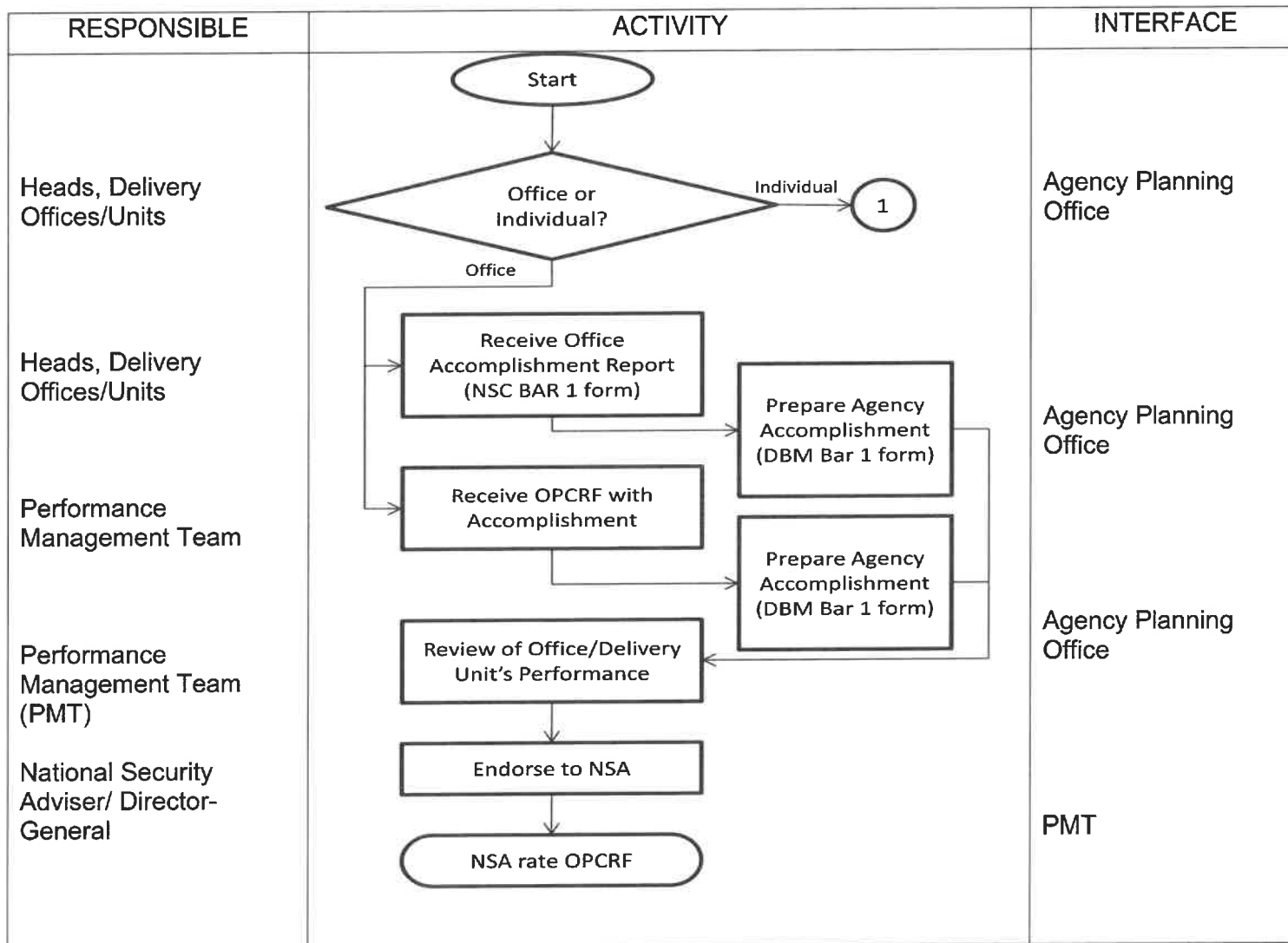


Figure 4. Procedure details: Performance Review of Office/Delivery Units

## 6 RANKING OF DELIVERY UNITS

### 6.1 Eligibility of Delivery Units

Pursuant to AO 25 MC 2020-1, all concerned delivery units must satisfy the following conditions to be eligible for the grant of the PBB and to be considered in the performance ranking:

- a) Delivery units contributing to the web posting of agency FY 2020 Good Governance Conditions must comply with the following documentary requirements:
  - i. Agency's mandate and functions; names of its officials with their position and designation, and contact information;
  - ii. Annual Financial Reports
  - iii. DBM approved Budget and Corresponding Targets for FY 2020;
  - iv. Major Projects, and Programs, Beneficiaries, and Status of Implementation for FY 2020;
  - v. FY 2020 Annual Procurement Plan (FY 2020 APP Non-CSE), Indicative FY 2021 APP Non-CSE, and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APPCSE);
  - vi. Quality Management System (QMS) Certification to ISO 9001:2015 of at least one (1) core process.
  - vii. System of Agency Ranking Delivery Units for FY 2020 PBB;
  - viii. Agency Review and Compliance Procedure of Statements and Financial Disclosures; and
  - ix. Final People's Freedom to Information (FOI) Manual signed by head of agency, Agency Information Inventory; 2020 FOI Summary Report, 2020 FOI Registry, and screenshot of agency's home page.
  - x. Maintain/Update the NSC Citizen's Charter
- b) Post/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts.
- c) Maintain/Update the Citizen's or Service Charter or its equivalent.
- d) Delivery units contributing to common GASS targets must achieve the following:
  - i. Budget Utilization Rate (BUR) targets;
  - ii. Quarterly submission of Budget and Financial Accountability Reports (BFARs);
  - iii. At least 30% compliance of the prior year's audit recommendations, as shown in the Report on Status of Implementation of Prior Year's Recommendations of the Annual Audit Report (AAR).

### 6.2 Determining the Group of Delivery Units

- a) To facilitate the ranking, the delivery units based on similarities of tasks and responsibilities are grouped together as shown in Figure 4. Grouping of NSC Delivery Units

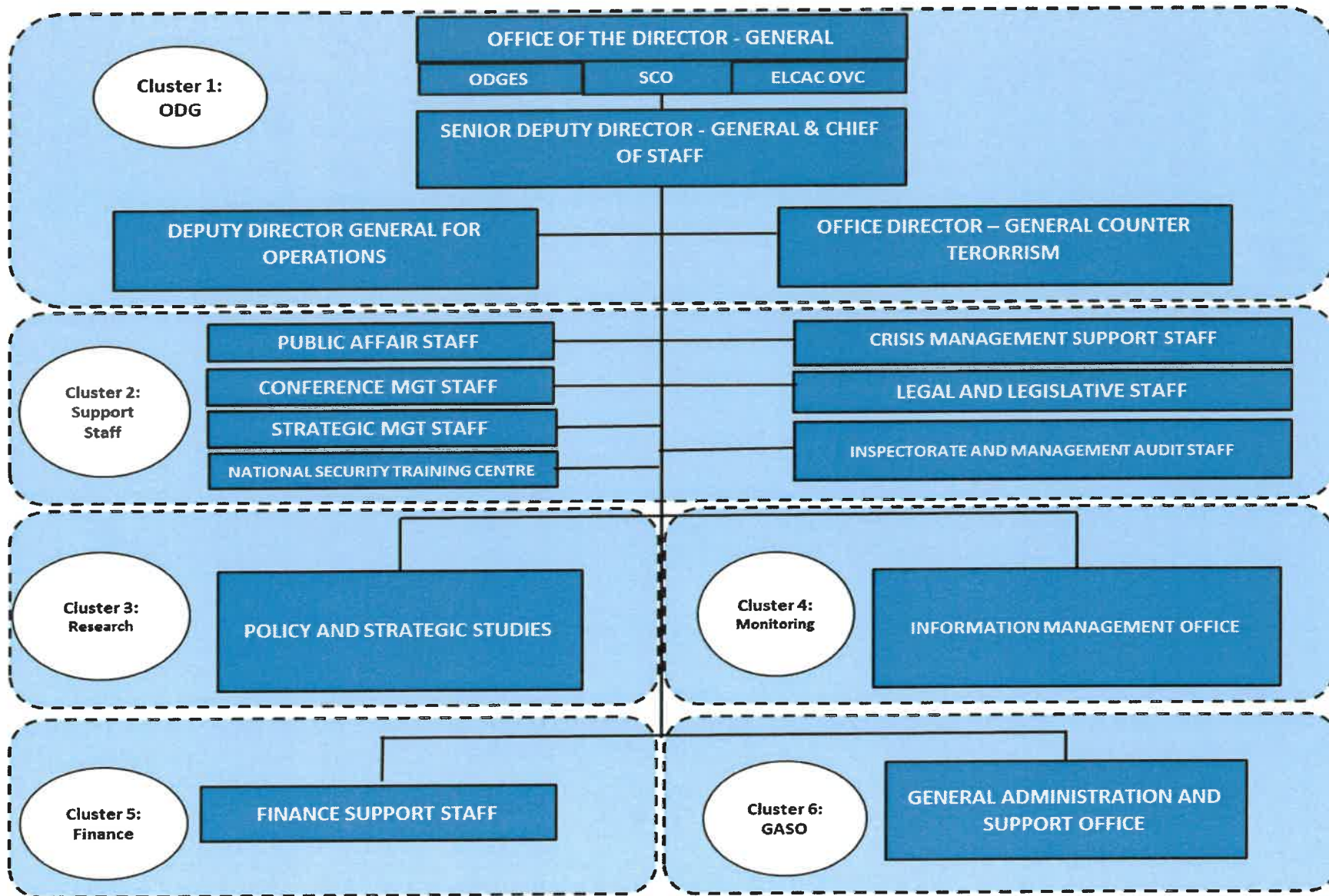


Figure 5. Grouping of NSC Delivery Units

**6.3 Ranking of Offices/Delivery units**

- 6.3.1** The main consideration in ranking the group of delivery units is the group average ratings given by the National Security Adviser/Director-General, NSC (NSA/DG) using the Office Performance Commitment and Review Form (OPCRF).
- 6.3.2** When two (2) or more group of delivery units garner the same ratings, the NSA/DG-NSC force ranks them using as bases the other factors contained in the Office/Delivery Units' Physical Accomplishment Rate (sourced from NSC BAR 1).
- 6.3.3** The final rating of group delivery unit is based on the average OPCRFS and the Physical Accomplishments rating of all offices belonging to a group of delivery unit.
- 6.3.4** The group delivery unit are ranked according to the final ratings they garnered.
- 6.3.5** Rates of the PBB that will be received by each employee shall be based on the ranking and Performance Category of their respective delivery unit, as shown in the table below:

Ranking	No. of Delivery Units	Performance Category	Multiple of Basic Salary
Top 10%	1	Best Delivery Unit	65%
Next 25%	2	Better Delivery Unit	57.5%
Next 65%	4	Good Delivery Unit	50%

6.3.6 Procedure details: Performance Ranking of Office/Delivery Units

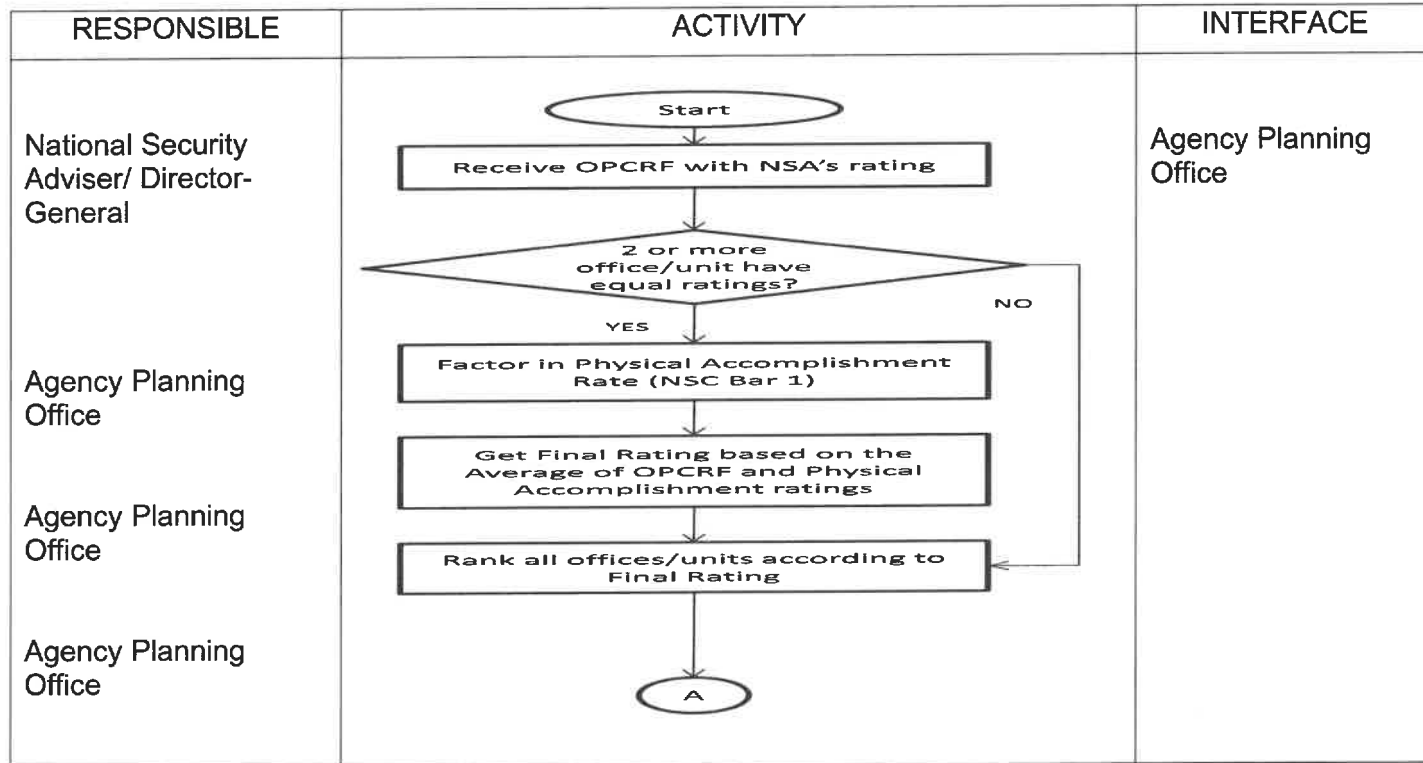
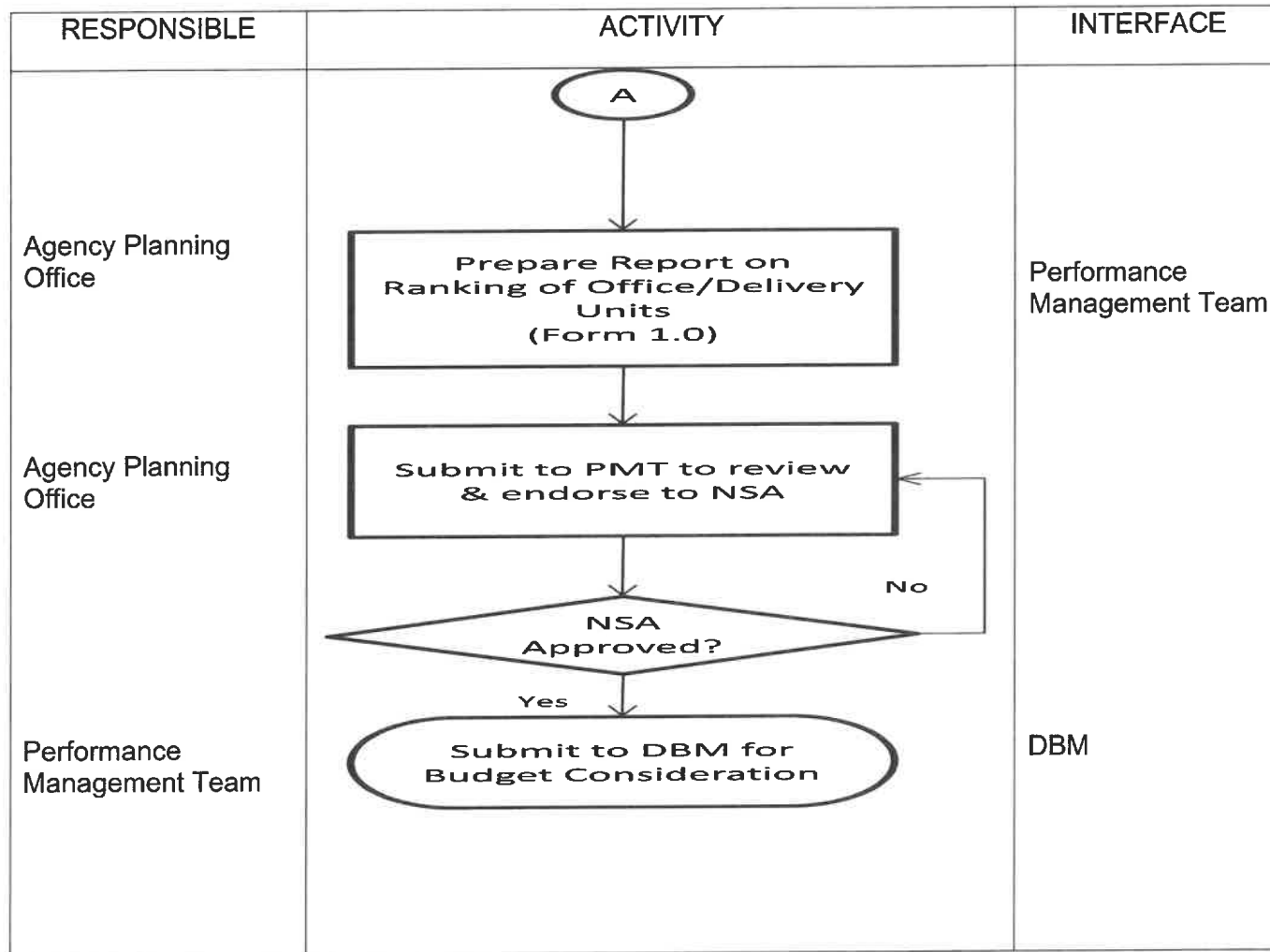


Figure 6. Procedure details: Performance Ranking of Office/Delivery Units



## 7 FEEDBACK

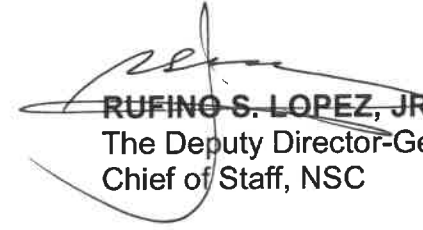
For queries and concerns on the FY 2020 PBB Rating and Ranking, please contact the PMT Secretariat at local 1802.



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