

A. Over-all Performance [OPCR & Budget Accountability Report (BARs)].

Particular	CENTRAL OFFICE (OSEC & Services)
1. 2017 Office Performance Commitment Reports (OPCR) – Average OPCR for 2 semesters per Delivery Unit	60 pts.
Total Score for A.1	60 pts.

Particulars	REGIONAL OFFICES	
2. Budget Accountability Report (BAR)		
2.1 Accomplishment of Targets		
2.1.1 Accomplishments up to 130% and above of the planned targets	20 pts.	20 pts.
2.1.2 Accomplishments up to 115%-129% of the planned targets	18 pts.	
2.1.3 Accomplishments up to 100%-114% of the planned targets	16 pts.	
2.1.4 Accomplishments up to 85%-99% of the planned targets	14 pts.	
2.1.5 Accomplishments up to 70%-84% of the planned targets	12 pts.	
2.1.6 Accomplishments up to 55%-69% of the planned targets	10 pts.	
2.3 Timeliness		
2.3.1 Report/s submitted 3 days before deadline	10 pts.	10 pts.
2.3.2 Report/s submitted 2 days before deadline	8 pts.	
2.3.3 Report/s submitted 1 day before deadline	6 pts.	
2.3.4 Report/s submitted on the deadline	4 pts.	
2.3.5 Report/s submitted 1 day after the deadline	2 pts.	
2.2 Financial Performance (Except for SAOB released to ROS during the last quarter of the year)		
2.2.1 95%-100% BU – Budget Utilization	20 pts.	20 pts.
2.2.2 90%-94% BU - Budget Utilization	18 pts.	
2.2.3 85%-89% BU - Budget Utilization	16 pts.	
2.2.4 80%-84% BU - Budget Utilization	14 pts.	
2.2.5 75%-79% BU - Budget Utilization	12 pts.	
2.2.6 Below 75% BU - Budget Utilization	10 pts.	
2.3 Timeliness		
2.3.1 Report/s submitted 3 days before deadline	10 pts.	10 pts.
2.3.2 Report/s submitted 2 days before deadline	8 pts.	
2.3.3 Report/s submitted 1 day before deadline	6 pts.	
2.3.4 Report/s submitted on the deadline	4 pts.	
2.3.5 Report/s submitted 1 day after the deadline	2 pts.	
Total Score for A.2		60 pts.

B. Supervisor’s (Concerned Execom) Assessment: Impression (Quality, Responsiveness, Timeliness & Initiative).

(Pls see rating scale below:)

CENTRAL OFFICE (OSEC and Services) & REGIONAL OFFICES							
1. Quality			7 pts.	2. Responsiveness			6 pts.
	Excellent	7 pts.			Always	6 pts.	
	Very Satisfactory	5 pts.			Often	5 pts.	
	Satisfactory	3 pts.			Seldom	4 pts.	
	Fair	1 pt.			Rarely	3 pts.	
3. Timeliness			5 pts.	4. Initiative			7pts.
	3 days or more	5 pts.			Always	7 pts.	
	2 days or more	4 pts.			Often	5 pts.	
	1 day or more	3 pts.			Seldom	3 pts.	
	Day of deadline	2 pt.			Rarely	1 pt.	

Total Score for B (SA) = 25 pts.

C. Customer Satisfaction Feedback (CSF) or CENTRAL OFFICE (OSEC and Services) & REGIONAL OFFICES.

Particular	CENTRAL OFFICE (OSEC & Services) and REGIONAL OFFICES	
1. 90%-100% favorable	15 pts.	15 pts.
2. 80%-89% favorable	12 pts.	
3. 70%-79% favorable	10 pts.	
4. 60%-69% favorable	8 pts.	
5. Below 60% favorable	5 pts.	
Total for C (CSF)	15 pts.	

1. Timeliness in the submission of the Budget Accountability Reports (BARs) of the Regional Offices both on financial and physical accomplishments shall be rated by the Financial Management Service (FMS) and Planning and Evaluation Service (PES), respectively.
2. The DOST-OSEC Performance Management and Monitoring Team (PMMT) shall review the submitted ratings and rankings of respective offices and prepare the list of Delivery Units for the “Best”, “Better”, and “Good” categories based on the approved criteria and shall submit the final ratings and rankings for consolidation and approval of the DOST Secretary.
3. The ratings and rankings approved by the DOST Secretary shall be posted at the Personnel Division/Section of the DOST-Central Office and Regional Offices for five (5) consecutive working days. Complaints, if any, shall be addressed to the DOST-OSEC PMMT within five (5) working days after the last day of posting.
4. The DOST-OSEC PMMT shall act on the complaint within fifteen (15) working days after receipt of the complaint through a PMMT Resolution. Based on said resolution, the said Committee shall determine whether or not to proceed with the processing of documents for the payment of PBB.

For information and compliance.

FORTUNATO T. DE LA PEÑA
Secretary