



SYSTEM OF RANKING OF CFO DIVISIONS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018

The following criteria shall be considered by the CFO Head of Agency for the fair assessment and ranking of each CFO division and personnel:

1. Accomplishments vis-à-vis targets and work plan for 2018

The accomplishments by end of FY2018 shall be compared against the targets set by the delivery units concerned at the beginning of the year. Divisions are expected to achieve 90% or more of the target/s for the year, and successfully implement all approved work plan.

2. Completion of ad-hoc tasks as a delivery unit and individually

The CFO Head of Agency shall also take into account the division's and the individual's ability to complete ad-hoc tasks over and above its and his/her regular functions. This critical factor is especially important for the CFO management as it reflects the team's and the individual's capacity to be flexible, efficient and innovative in order to meet deadlines and expected outputs and outcomes.

3. Inputs from the division heads on the deliverables of each personnel assigned to their respective division – in terms of quality, timeliness and efficiency

The CFO Head of Agency shall consult the division heads to obtain a clearer perspective on each personnel's capacity and contribution to office's accomplishment for 2018. The division heads will be asked to provide the management with a tentative ranking of each personnel assigned to the division – in terms of quality of work, timeliness in completing the assigned tasks and overall efficiency. Other contributing factors such as feedback from internal and external clients and peer rating will also be considered by management in the final ranking.

4. Individual Performance Commitment and Review Form (IPCR)

On the basis of the Individual Performance Commitment and Review Form (IPCR), the division heads and the CFO management will be able to objectively gauge the performance of each personnel.

5. Internal monitoring of CFO management on weekly performance of each division

The CFO management will also consider the reports of each division during the regular ExeCom Meeting. This regular internal monitoring of the divisions' performance also give the CFO management a better insight on the consistency and commitment of each office and individual to attain the overall goals of the agency.

Certified by:

UNDERSECRETARY ASTRAVEL PIMENTEL-NAIK

Executive Director

Commission on Filipinos Overseas

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