



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
**NATIONAL CONCILIATION AND MEDIATION BOARD**

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Certificate Number: AJA15-0048

**MEMORANDUM**

**TO :** ALL OFFICIALS AND EMPLOYEES  
This Board

**SUBJECT :** SYSTEM OF RANKING OF NCMB DELIVERY UNITS  
FOR FY 2019 PBB

**DATE :** 27 September 2019

Pursuant to Memorandum Circular No. 2019-01 dated 03 September 2019 prescribing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2019 under EO No. 80, s. 2012 and EO No. 201, s. 2016, the following guidelines are hereby issued to serve as a guide in ranking the delivery units of the Board on the grant of Performance-Based Bonus (PBB) for FY 2019:

**I. DELIVERY UNITS**

Pursuant to Annex 1: Master List of Department/Agencies and Prescribed Delivery Units in Departments/Agencies of MC No. 2019-01, the following are the delivery units of the NCMB:

1	Office of the Executive Director which includes Deputy Administrators and Department Heads
2	Conciliation and Mediation Division
3	Voluntary Arbitration Division
4	Workplace Relation Enhancement Division
5	Administrative Division
6	Financial and Management Division
7	Research and Information Division
8	Regional Conciliation and Mediation Branch - NCR
9	Regional Conciliation and Mediation Branch – CAR
10	Regional Conciliation and Mediation Branch – I
11	Regional Conciliation and Mediation Branch – II
12	Regional Conciliation and Mediation Branch – III
13	Regional Conciliation and Mediation Branch – IVA
14	Regional Conciliation and Mediation Branch – MIMAROPA
15	Regional Conciliation and Mediation Branch – V
16	Regional Conciliation and Mediation Branch – VI
17	Regional Conciliation and Mediation Branch – VII
18	Regional Conciliation and Mediation Branch – VIII
19	Regional Conciliation and Mediation Branch – IX
20	Regional Conciliation and Mediation Branch – X
21	Regional Conciliation and Mediation Branch – XI
22	Regional Conciliation and Mediation Branch – XII
23	Regional Conciliation and Mediation Branch - CARAGA

## II. RATING AND RANKING OF DELIVERY UNITS

1. Delivery units shall be rated using the approved OPCR of the branch/office for FY 2019 based on the following criteria and percentage score weights:

Criteria/Bases	Weight Allocation
Core Deliverables	70%
Non-Core Deliverables	30%
Overall Rating	100%

- a. Major Programs, Activities and Projects (PAPs) and Organizational Outcomes (OOs) under the 2019 Program Expenditure Classification (PREXC) shall form part of the **Core Deliverables**.
- b. PAPs under Support to Operations (STO) and General Administration and Support Services (GASS) shall be considered under the **Non-Core Deliverables**.

Delivery Units with no frontline services or core deliverables shall be rated solely on their non-core deliverables which will be allocated a 100% rating.

2. In order to facilitate the ranking process, delivery units are grouped as follows:

Group	No. of Delivery Units
Central Office	7
Regional Branches	16
Total	23

3. Delivery Units shall be forced ranked based on their overall rating. The Distribution of Slots for PBB Ranking of the 23 Delivery Units is as follows:

Delivery Units	Distribution of Slots		
	Best (10%)	Better (25%)	Good (65%)
Central Office	1	2	4
Regional Branches	1	4	11
Total	2	6	15

4. The Revised Guidelines on DOLE Strategic Performance Management System (SPMS) shall be adopted in rating the OPCR of the offices/units concerned in terms of completeness, accuracy and timeliness of report submission as against the planned targets.
5. The Board's Performance Management Team (PMT) and Performance Validation Team (PVT) shall directly oversee and validate the performance of the delivery units and assist in carrying out forced ranking of delivery units.

### III. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Office/Delivery Unit	0.65
Better Office/Delivery Unit	0.575
Good Office/Delivery Unit	0.50

For your information and compliance.



**MARIA TERESITA D. LACSAMANA-CANCIO**  
*Executive Director IV*