



December 4, 2017

MEMORANDUM FOR: **ALL ITDI Employees**

FROM: *Annabelle V. Briones*
ANNABELLE V. BRIONES, PhD.
Deputy Director, R&D
Chairperson, Performance Management Group (PMG)

SUBJECT: **AGENCY SYSTEM FOR RANKING DELIVERY UNITS**

In compliance with Memorandum Circular No. 2017-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016, below are the guidelines for the ranking of delivery units of ITDI:

1. Delivery units shall refer to the group or cluster of divisions having similarities of tasks and responsibilities. For the purpose of rating, divisions shall be rated based on the criteria formulated per delivery unit. The divisions under each delivery unit are as follows with their corresponding representatives:

Top Management

Office of the Director
Office of the Deputy Director (R&D and ATS)

Represented by: Dr. Annabelle Briones

Research and Development

Food Processing Division
Material Science Division
Chemicals and Energy Division
Environment and Biotechnology Division
Packaging Technology Division

Represented by: Engr. Reynaldo Esguerra

Testing

National Metrology Division
Standards and Testing Division

Represented by: Ms. Aurora Kimura

Technical Services

Technological Services Division

Represented by: Ms. Nelia Florendo

Support Services

Administrative Division
Financial Management Division
Planning and Management Information System Division

Represented by: Dr. Diana Ignacio

- The indicators determined by the Performance Management Group (PMG) such as the Performance (DPCR), Innovation, Attendance and Punctuality shall be the basis of rating and ranking of ITDI delivery units;
- The delivery units eligible to the 2017 PBB shall be forced rank based on the average numerical ratings of the indicators according to the following categories:

Ranking	No. of Divisions	Performance Category
Top 10%	1	Best Division
Next 25%	3	Better Division
Next 65%	8	Good Division

- The rates of the PBB for each individual shall be based on the performance ranking of the individual's division with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Division	0.65
Better Division	0.575
Good Division	0.50

Please be guided accordingly.

Our Business is Industry

Membership:

- General Conference on Weights and Measures (CGPM)
- Asia Pacific Metrology Programme (APMP)
- Asia Pacific Legal Metrology Forum (APLMF)