


Republic of the Philippines
Department of Science and Technology
INDUSTRIAL TECHNOLOGY DEVELOPMENT INSTITUTE
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<http://www.itdi.dost.gov.ph>

September 28, 2020

MEMORANDUM FOR : **ALL ITDI Employees**

FROM :  **DR. ANNABELLE V. BRIONES**
Director

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

In compliance with Memorandum Circular No. 2020-1 Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 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:

- I. **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:

A. Top Management

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

Represented by: Dr. Annabelle Briones

B. Research and Development

2. Food Processing Division
3. Material Science Division
4. Chemicals and Energy Division
5. Environment and Biotechnology Division
6. Packaging Technology Division

Represented by: Dr. Norbert G. Ambagan

C. Testing

7. National Metrology Division
8. Standards and Testing Division

Represented by: Dr. Rosalinda C. Torres

Our Business is Industry

Membership:

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

D. Technical Services

9. Technological Services Division

Represented by: Ms. Nelia Florendo

E. Support Services

10. Administrative Division

11. Financial Management Division

12. Planning and Management Information System Division

Represented by: Dr. Zorayda V. Ang

- II. The following indicators determined by the Performance Management Group (PMG) shall be the basis of rating and ranking of ITDI delivery units with their corresponding percentages:

Performance (DPCR)	-	50%
Innovation	-	30%
Attendance and Punctuality	-	20%

- III. The delivery units eligible to the 2020 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

- IV. 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.

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**AGENCY SYSTEM FOR RANKING DELIVERY UNITS
FY 2020**

i. Performance (50%)

The score for the performance will be based on the final rating of the employee's Individual Performance Commitment and Review (IPCR) for the Fiscal Year 2020.

SCALE		DEFINITION
Outstanding	5	DPCR Final Average Rating: 4.50- 5.00
Very Satisfactory	4	DPCR Final Average Rating: 3.50- 4.49
Satisfactory	3	DPCR Final Average Rating: 2.50- 3.49
Fair	2	DPCR Final Average Rating: 1.50- 2.49
Poor	1	DPCR Final Average Rating: 1.00- 1.49

ii. Innovation (30%)

In terms of innovation, since the concept of this category will vary depending on the deliverable of the division, four groupings will be used to categorize each division namely the Research and Development (R&D) Group, Testing Group, Technical Services Group and Support Group.

R&D Group (MSD, FPD, PTD, CED, and EBD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Successfully introduced more than one new process/technology/product that was patented/published or has potential taker or garnered recognition from local/international award-giving bodies
Very Satisfactory	4	Introduced a least one new process/technology/product that was accepted for publication or has applied for IP or garnered recognition from local award-giving bodies
Satisfactory	3	Introduced new process/technology /product

Fair	2	Exhibits minimal initiative in terms of introducing innovation to improve process/technology /product
Poor	1	No initiative

Testing Group (NML and STD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Successfully developed new methods that had significant impact on the services rendered (e.g. excel programs for calculation of "Measurement of Uncertainty and Traceability.") that are internationally acceptable; Makes changes in the protocol to facilitate turnaround time; Create new systems that are internationally acceptable.
Very Satisfactory	4	Adopted new methods that had significant impact on the services rendered (e.g. excel programs for calculation of "Measurement of Uncertainty and Traceability.") that are locally acceptable; Create new systems that are locally acceptable
Satisfactory	3	Working towards national recognition/accreditation
Fair	2	Initiate innovation
Poor	1	Follow the methods as prescribed

Technical Services Group (TSD)

SCALE		FACTORS/CONDITIONS:
Outstanding	5	Implement novel paradigms in extension activities
Very Satisfactory	4	Introduce new paradigms in extension activities

Satisfactory	3	Working towards the introduction of new mode of presentation of extension activities
Fair	2	Conceptualization of new mode of presentation of extension activities
Poor	1	Implement extension activities based on existing platforms

Support Group (ADM, FMD, PMISD, OD, ODD, Other Divisions- Office of the Chief)

SCALE		DEFINITION
Outstanding	5	Implement novel systems for office efficiency
Very Satisfactory	4	Introduce new systems for office efficiency
Satisfactory	3	Working towards the introduction of new systems for office efficiency
Fair	2	Conceptualization of new ideas for improvement
Poor	1	Implement existing systems

iii. Attendance/Punctuality (20%)

In determining the ranking of the division, the total of the attendance/punctuality of the employees will be evaluated based on the indicators below . Scores for the attendance and the punctuality will be summed up and will be divided into two to get the final score. Please refer to the following criteria:

Criteria for Attendance/Punctuality

SCALE		DEFINITION	
		Attendance	Punctuality
Outstanding	5	Not more than 8 days absent	Not more than 6 times tardy
Very Satisfactory	4	9-12 days absent	7-12 times tardy
Satisfactory	3	13-16 days absent	13-20 times tardy
Poor	2	17-20 days absent	21-30 times tardy
Very Poor	1	More than 20 days absent	More than 30 times tardy

*Note: Eight (8) days refer to five (5) days forced leave and three (3) days filial leave

Conformed by:

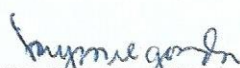

DR. ZORAYDA V. ANG
Chief, PMSD


DR. JANET F. QUIZON
Chief, FMD



DR. BLESSIE A. BASILIA
Chief, MSD


ENGR. APOLLO VICTOR O. BAWAGAN
OIC, GED

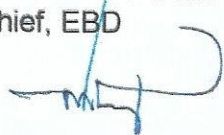

NELIA ELISA C. FLORENDO
Chief, TSD


MERLITA M. REGONDA
OIC, ADM


DR. NORBERTO G. AMBAGAN
Chief, FPD


DR. ROSALINDA C. TORRES
Chief, STD


ENGR. REYNALDO L. ESGUERRA
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DAISY E. TAÑAFRANCA
Chief, PTD