



BUREAU OF CORRECTIONS
GUIDELINES/MECHANICS IN RANKING AND RATING
DELIVERY UNITS FOR THE GRANT OF FY 2021 PERFORMANCE
BASED BONUS

The Bureau of Corrections adapts the following Guidelines and Processes in Ranking and Evaluating the Performance of BuCor delivery units:

1. The BuCor Performance Management Team (PMT) shall conform with Strategic Performance Management System guidelines as far as measuring the performance of the delivery units. The final assessment of each delivery units shall be submitted to the Director General for final approval.
2. To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
3. In compliance with R.A 11469 or the "Bayanihan to Heal as One Act", PMT will not conduct onsite validation to the respective Operating Prison and Penal Farms to check their OPCR accomplishments, hence, the basis of their OPCR final rating will be based on PAPER VALIDATION through submitted monthly accomplishment reports.
4. For delivery units under NHQ, the PMT shall conduct onsite validation to respective offices and shall observe safety measures while conducting validation.
5. On scoring the **Support to Operations/Directorates, the PMT agreed on the following guidelines:**
 - 5.1 Rating will be based on accomplishments of each success indicators committed by the heads of the delivery units in their OPCR during the start of the rating period (see Annex A).
 - 5.2 The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
 - 5.3 The Director of the Directorate will not be validated, the total average score of its line divisions will be the final rating of his Directorate.

6. On scoring the **Operating Prison and Penal Farms (OPPFs)**, the success indicators will be standard to all OPPFs and will be distributed as follows;

SUCCESS INDICATOR	RATING SCALE					Weight %
	5	4	3	2	1	
1. Number of Greyhound operations /LEAs						
DPPF,NBP per quadrant	12 times conducted	11 times conducted	10 times conducted	9 times conducted	8 times and below	3%
CIW	9	8	7	6	5	
SPPF, SRPPF, LRP, IPPF	8	7	6	5	4	
2.Actions initiated responsive to the recommendation to the SSI conducted	90% - 100%	80% - 89%	70% - 79%	60% -69%	59% and below	3%
3. Preservation of lives thru prevalent peace and order situation (prison pop - total number of deaths due to prison violence over prison pop x 100)	99.95% and above	99.92% - 99.94%	99.51% - 99.91%	98.01%- 98.50%	Below 98%	4%
	Preservation of lives	Preservation of lives	Preservation of lives	Preservation of lives	Preservation of lives	
4. Rate of compliance to prison rules of PDL undergoing reformation programs (prison pop - number of PDL who have committed infractions of prison rules / number PDL undergoing reformation programs)	99.61% - 100%	99.31% - 99.60	99%- 99.30%	98.69% - 98.99%	98.68% and below	3%
5. Compliance with the annual PAPs	95% and above	90%	85%	80%	75% and below	2%
6. RDC Function - No. of PDL admitted and oriented, diagnosed and classified in 60 days	100% PDL admitted, oriented, classified	90-99% PDL admitted, oriented, classified	80-89% PDL admitted, oriented, classified	70-79% PDL admitted, oriented, classified	69% and below PDL admitted, oriented, classified	1.25%
	60 days	61-65 days	66-70 days	71-75 days	76 and above	
7. RDC Function - No. of PDL admitted and transferred to prison camps after 60 days	100% PDL transferred	90-99% PDL	80-89% PDL	70-79% PDL	69% PDL	1.25%
	in 61-65	66-70	71-75	76-80	more than 81	
8. Budget Utilization rate (will be rated in the 2 nd rating period)	91 – 100%	86-90%	85%	84 – 80%	79% below	
9.ARTA Frontline Services Made Available	8 out of 8	7 out of 8	6 out of 8	5 out of	4 and below	1%
10. GAD Funds Utilization	3.5% - 5%	3%-3.4%	2.5%-2.9%	2%-2.4%	1.9% and below	0.50%
Morbidity Rate (total number of admission / total number of population x 100)	9%	9.25%	9.50%	9.75%	10%	2%
12. Mortality Rate (total number of death / total number of population x 100)	1.25%	1.37%	1.50%	1.60%	1.75%	1%
13. Completion of PDL medical records / charts accurately accomplished	90% - 100%	80%-89%	70- 79%	60%-69%	59% and below	2%
14. By-Admin Projects completed within the target time	91% -100% By-Admin projects completed	81%-90% By-Admin projects completed	71%-80% By-Admin projects completed	61%-70% By-Admin projects completed	60% and below By-Admin projects completed	1%
	11% ahead of the target time or earlier	1-10% ahead of the target time	within the target time	1-10% beyond the target time	11 % beyond the target time or later	
15. Conduct of Preventive Maintenance plan	91%-100% Of Preventive Maintenance plan conducted	81%-90% Of Preventive Maintenance plan conducted	71%-80% Of Preventive Maintenance plan conducted	61%-70% Of Preventive Maintenance plan conducted	60% and below Of Preventive Maintenance plan conducted	1%
• Mechanical (vehicles , airconditioning unit and etc.)						
• Electrical (Genset,water pump, overhead water tank ,telephone and etc.)						
• Building Maintenance (lavatories, roofings, ventilation , lightings, water supply and etc)						
16. Compliance with ISO Requirements based on latest ISO Audit	100% Audit findings acted upon	95%-99% Audit findings acted upon	90-94% Audit findings acted upon	85%-89% Audit findings acted upon	84% and below Audit findings acted upon	2%

ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF FY PBB 2021.

1. Pursuant to Memorandum Circular No. 2021-1 re: Guidelines on the Grant of PBB for FY 2021 , specified on item 6.0 whereas , **THE DELIVERY UNITS OF ELIGIBLE DELIVERY UNITS SHALL NO LONGER BE FORCED RANKED TO (BEST/BETTER/GOOD PERFORMANCE CATEGORY). All eligible units** shall be granted at **UNIFORM RATES** across the agency including its officials and employees.
2. To be eligible for the FY 2021 PBB, agency must satisfy the criteria and conditions under the four dimensions of accountability and attained a total score of at least 70 points based on the PBB Scoring System:

FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Maximum						100 points

2. The unit/s most responsible (including the Head) for the deficiencies/non-compliance with the Agency Accountabilities and with a performance rating of below 4 will be isolated from the Grant of the FY 2021 PBB.
3. The corresponding rates of the PBB for eligible individuals in shall be based on the agency's achieved total score multiply by its monthly basic salary as of December 31, 2021, to wit;

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% 100% of the 65% monthly basic salary
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.8% 90% of the 65% monthly basic salary
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary


4. An official or employee who rendered less than nine (9) months but a minimum of three months of service and with at least a rating of Very Satisfactory shall be grant on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%


CTCSUPT JOHN PAUL O SANTOS

Chairman

BuCor Performance Management Team

Date: Sept 17, 2021 


USEC GERALD Q BANTAG

Director General

Bureau of Corrections

Date: Sept 17, 2021



MEMORANDUM

TO : Directors of Different Directorates
Superintendent, OPPFs
Chiefs of Divisions, Sections and Units
Chiefs of Offices under ODG
All Concerned

SUBJECT : **BUREAU OF CORRECTIONS
GUIDELINES/MECHANICS IN RANKING DELIVERY
UNITS FOR THE GRANT OF FY 2021 PERFORMANCE
BASED-BONUS**

DATE : 17 September 2021

To heighten the transparency in ranking and rating delivery units for the Grant of FY 2021 PBB in compliance with the Memo Circular No. 2021-1 dated 03 June 2021 re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2021, the Bureau of Corrections shall adapt the following **Guidelines/Mechanics in Ranking Delivery Units for the Grant of FY 2021 Performance Based-Bonus (PBB), to wit:**

1. The BuCor Performance Management Team (PMT) shall conform with Strategic Performance Management System guidelines as far as measuring the performance of the delivery units. The final assessment of each delivery units shall be submitted to the Director General for final approval.
2. To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
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For your information and compliance.

* * *

John Paul O. Santos
CTCSUPT JOHN PAUL O. SANTOS
 Chairman
 BuCor Performance Management Team (PMT)