



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

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26 October 2015

DEPARTMENT CIRCULAR NO. 054

TO The Prosecutor General and Heads of Regional and NCR
Prosecution Offices

SUBJECT Guidelines on Ranking Prosecution Offices and Individual
Officials/Officers/Employees for the Grant of FY 2015
Performance-Based Bonus (PBB) and Step Increment for
Meritorious/Performance

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- 1.0 This is to provide internal agency guidelines for the ranking of offices and individuals in the National Prosecution Service (NPS) in line with the following policy issuances:
- 1.1 Memorandum Circular (M.C.) No. 2015-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 Task Force), and Department Circular (D.C.) No. 041, s. 2015, re: FY 2015 PBB; and
- 1.2 CSC-DBM Joint Circular No. 1, s. 2012, re: grant of step increment/s due to meritorious service and length of service.

Prosecution Offices

- 2.0 Prosecution offices shall be clustered by region for purposes of performance evaluation and ranking—regional cluster is to be considered as delivery unit. For this purpose, the DOJ Prosecution Staff and NCR prosecution offices shall be considered as one (1) cluster. Each regional cluster should have an average performance rating of at least satisfactory to qualify for the PBB.
- 3.0 Regional cluster rating and ranking shall be based on performance targets and rating/ranking system under Department Circular No. 049, s. 2014, re: implementation of the Strategic Performance Management System in the NPS.
- 4.0 Regional clusters shall be rated and ranked based on calculated accomplishment rates under the SPMS. The following PBB percentage distribution prescribed by the AO 25 Task Force shall be applied to the cluster ranking subject to accomplishment of agency-wide targets:

- 4.1 Regular percentage distribution – at least 90% of each target under major final outputs (MFO) in FY 2015 General Appropriations Act, general administration and support services, support to operations, and priority programs/projects of the President achieved:
 - 4.1.1 “Best” regional cluster – Top 10%;
 - 4.1.2 “Better” regional cluster – Next 25%;
 - 4.1.3 “Good” regional cluster – Next 65%.

- 4.2 Higher percentage distribution – At least 90% of each Department Proper commitment under the Planning Tool for the President and Ease of Doing Business targets achieved:
 - 4.2.1 Best regional cluster – Top 15%;
 - 4.2.2 Better regional cluster – Next 30%;
 - 4.2.3 Good regional cluster – Next 55%.

- 5.0 In case of equal point ratings, forced ranking of clusters shall be based on calculated average accomplishment rates and/or the Secretary’s assessment of performance aspects such as service/output quality and responsiveness not quantified and included in the prescribed indicators.

Individuals/Employees

- 6.0 Third level officials shall be rated using the Career Executive Service Performance Evaluation System (CESPES) and should receive a rating of at least “very satisfactory”.

- 7.0 First and second level employees/officers shall be rated and ranked through the SPMS under CSC M.C. No. 6, s. 2012, and D.C. No. 049, s. 2014. The said employees/officers should receive a rating of at least “satisfactory”.

- 8.0 Step increments due to meritorious performance may be granted to qualified officials/employees within the top 5% in every office or cluster, as follows:
 - 1.1 Two (2) steps for two (2) ratings of “outstanding” during the two (2) rating periods within a calendar year; and
 - 1.2 One (1) step for one (1) rating of “outstanding” and one (1) rating of “very satisfactory”, or two (2) ratings of “very satisfactory” during the two (2) rating periods within a calendar year.

- 9.0 The following percentage distribution for PBB shall apply to individuals:
 - 9.1 Best regional cluster:
 - 9.1.1 Best performers – top 20%;
 - 9.1.2 Better performers – next 35%;
 - 9.1.3 Good performers – next 45%;

 - 9.2 Better regional cluster:
 - 9.2.1 Best performers – top 15%;
 - 9.2.2 Better performers – next 30%;
 - 9.2.3 Good performers – next 55%;

- 9.3 Good regional cluster:
 - 9.3.1 Best performers – top 10%;
 - 9.3.2 Better performers – next 25%;
 - 9.3.3 Good performers – next 65%.

- 10.0 Ranking of individuals/employees in each office/cluster shall be separate for personnel under the following occupational groups:
 - 10.1 Prosecution officers (prosecutors and prosecution attorneys); and
 - 10.2 Support staff (e.g. administrative officers/assistants/aides).

- 11.0 In case of same ratings, the Prosecutor General or regional prosecutor, as the case may be, shall force rank employees and officials concerned based on performance aspects such as service/output quality and responsiveness not quantified and/or included in the IPCR forms, in consultation with respective supervisors and/or heads of prosecution offices.

Implementing Procedures

- 12.0 Eligibility for the FY 2015 PBB and step increment for meritorious performance requires compliance to the SPMS. Non-compliance to the following SPMS requirements shall warrant the disqualification of offices and employees concerned:
 - 12.1 Quarterly report of operations and yearend inventory of pending cases, and necessary data therein; and
 - 12.2 Duly accomplished/approved IPCR forms, with individual success indicators, accomplishments and ratings.

- 13.0 The Performance Management Team (PMT) constituted under Department Order No. 497, s. 2013, shall serve as the implementing and oversight group for PBB implementation to harmonize with the SPMS, and shall provide necessary guidance and management/policy recommendations on the matter.

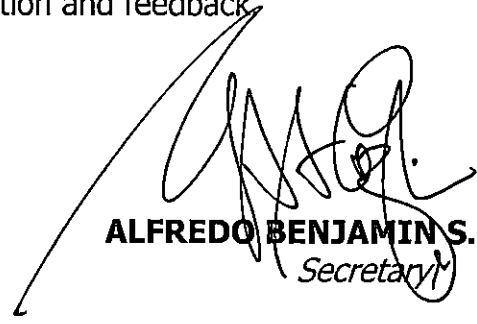
- 14.0 The Planning and Statistics Division (Planning and Management Service) shall evaluate office performance based on prescribed/applicable SPMS indicators and submitted quarterly performance reports.

- 15.0 The Personnel Division (Administrative Service) shall enforce the prescribed eligibility requirements and rating/ranking criteria at the individual/employee level for the PBB and step increment for meritorious performance, including compliance to CESPES and SPMS as well as other pertinent Civil Service and compensation rules and regulations.

- 16.0 The PMT shall duly advise offices concerned on SPMS compliance/deficiencies, calculated office performance and rating based on performance reports mentioned in sub-item 12.1 above, and eligibility of individual officials/officers/employees based on submitted IPCR forms and PBB requirements. Audit of reported accomplishments may also be conducted, as necessary.

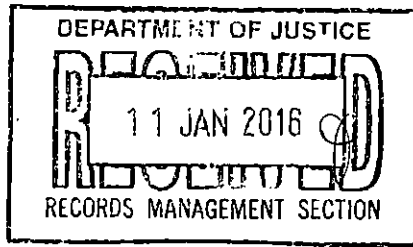
- 17.0 Disputes/complaints arising from PBB implementation shall be formally submitted/referred to the PMT Chairperson for appropriate action, mainly in accordance with SPMS guidelines/procedures.
- 18.0 As prescribed under AO 25 Task Force M.C. No. 2015-1, the herein guidelines and other relevant issuances/documents/information shall be posted in the Transparency Seal page of the DOJ Website. Heads of offices shall ensure that this is disseminated to constituent employees immediately upon receipt. The PMT may organize/participate in forums to facilitate information dissemination, communication and feedback.

For compliance.



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