



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

OFFICE OF UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR ALL OFFICES AND FOREIGN SERVICE POSTS

FROM : *L. Lacanlale*
LINGLINGAY F. LACANLALE
Undersecretary

SUBJECT : System of Ranking Delivery Units

DATE : 07 December 2015

Pursuant to the implementation of the performance-based incentive system in the Department, established by Executive Order No. 80 dated 20 July 2012, and in compliance with the requirements set by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems under Memorandum Circular No. 2015-1 dated 12 August 2015, the following criteria determined by the DFA's Performance Management Team (PMT) is hereby adopted to serve as basis for the rating and ranking of offices for purposes of the Performance-Based Bonus for FY 2015:

1. Criteria for Rating Performance and Ranking Bureaus/ Offices/ Attached Agencies/ Delivery Units
 - 1.1 Actual accomplishment and rate of accomplishment of 2015 targets using performance indicators submitted to the Department of Budget and Management based on the delivery units' submission of Physical Reports and Office Performance Commitment and Review Forms (OPCRF).
 - 1.2 Accomplishment evaluated vis-à-vis internal and external conditions that may affect performance, including political, security, and economic developments in the international as well as domestic landscape.
 - 1.3 Qualitative assessment by the supervising offices and by the Secretary of Foreign Affairs, in consultation with the DFA-PMT, of each delivery units' outputs/ services vis-à-vis the Department's organization performance indicator framework and the President's Five Key Result Areas as contained in Executive Order NO. 43.

2. Process of Rating Performance and Ranking of Bureaus/ Offices/ Attached Agencies/ Delivery Units

2.1 Physical Reports and OPCRFS submitted by delivery units are disseminated to the supervising offices for validation, evaluation, and rating based on the abovementioned criteria.

2.2 Rating from supervising offices are presented to the PMT, which will deliberate on and assess the resulting rankings.

2.3 The PMT is composed of the five Undersecretaries (Administration, Policy, International Economic Relations, Migrant Workers Affairs, and Civilian Security and Consular Concerns), the Assistant Secretaries for Finance, Personnel and Administrative Services, and Strategic Planning and Policy Coordination, and Rank-and-File Representatives.

2.4 Resulting performance ratings and ranking will be submitted by the PMT to the Secretary of Foreign Affairs for approval.