



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

O- OUA -68 -2018

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR ALL OFFICES AND FOREIGN SERVICE POSTS

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**SUBJECT :** **2018 System of Ranking for Delivery Units**

**DATE :** 28 September 2018

Pursuant to the implementation of the Performance-Based Incentive System (PBIS) 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 (AO No. 25 s.2011) under Memorandum Circular No. 2018-1 dated 28 May 2018, the following criteria determined by the DFA's Performance Management Team (PMT) is hereby adopted to serve as basis for ranking of offices for purposes of the Performance-Based Bonus (PBB) for FY 2018:

1. Establishment of Criteria for Ranking Home Office Delivery Units (HDU) and Foreign Service Posts (FSPs)
  - 1.1 The Office Performance Commitment and Review Form (OPCRF) shall be the main tool used to assess accomplishments of the Department's HDUs and FSPs.
  - 1.2 The OPCRf shall reflect the actual accomplishments of delivery units vis-à-vis their work plan targets for FY 2018. Strong emphasis should be placed on an office's overall contribution to the 2017-2022 DFA Strategic Plan.
  - 1.3 Supervising offices are granted the authority to set the criteria for ranking delivery units beyond the OPCRf component. The criteria shall include a mandatory 15% allocation for administrative matters, which shall take into account the following: Budget Utilization Rate (BUR), timely submission of procurement projects to the BAC, and timely submission of mandatory reports.

The Undersecretary for Administration shall grade all the Department's delivery units on administrative matters.

## 2. Process of Ranking OSEC and Attached Agencies

### 2.1 The Secretary of Foreign Affairs shall rate the following offices:

#### 2.1.1 Office of the Secretary (OSEC), which includes:

2.1.1.1 Undersecretary for Administration (UA)

2.1.1.2 Undersecretary for Policy (UP)

2.1.1.3 Undersecretary for International Economic Relations (UIER)

2.1.1.4 Undersecretary for Civilian Security and Consular Concerns (UCSCC)

2.1.1.5 Undersecretary for Migrant Workers Affairs (UMWA)

2.1.1.6 Undersecretary for Strategic Communications and Research (USCR)

2.1.1.7 Intelligence and Security Unit (ISU)

#### 2.1.2 UNESCO National Commission of the Philippines (UNACOM)

#### 2.1.3 Technical Cooperation Council of the Philippines (TCCP)

## 3. Process of Ranking Offices under Organizational Outcome 1: Diplomacy Program

### 3.1 The OO1 offices of the Department are the following:

3.1.1 Office of ASEAN Affairs (ASEAN)

3.1.2 Office of Asia and Pacific Affairs (ASPAC)

3.1.3 Office of American Affairs (OAA)

3.1.4 Office of European Affairs (OEA)

3.1.5 Office of International Economic Relations (OIER)

3.1.6 Office of Middle East and African Affairs (OMEAA)

3.1.7 Maritime and Ocean Affairs Office (MOAO)

3.1.8 Office of United Nations & other International Organizations (UNIO)

### 3.2 The OO1 offices shall be rated by UP and UIER.

## 4. Process of Ranking Offices under Organizational Outcome 2: Consular and ATN Program

### 4.1 The OO2 offices of the Department are the following:

4.1.1 Office of Consular Affairs (OCA), which includes the Consular Offices (COs)

4.1.2 Office of Migrant Workers Affairs (OMWA).

### 4.2 The OO2 offices shall be rated by UCSCC and UMWA.

5. Process of Ranking Offices under General Administration and Support Services (GASS)

5.1 The GASS offices of the Department are the following:

- 5.1.1 Human Resources Management Office (HRMO)
- 5.1.2 Office of Assets Management and Support Services (OAMSS)
- 5.1.3 Office of Fiscal Management Services (OFMS)
- 5.1.4 Office of Protocol (OP)

5.2 The GASS offices shall be rated by the Undersecretary for Administration.

6. Process of Ranking Offices under Support to Operations (STO)

6.1 The STO offices of the Department are the following:

- 6.1.1 Office of Legal Affairs (OLA)
- 6.1.2 Office of Policy Planning and Coordination (OPPC)
- 6.1.3 Office of Public Diplomacy (OPD)
- 6.1.4 Department Legislative Liaison Unit (DLLU)
- 6.1.5 Internal Audit Service (IAS)

6.2 The STO offices shall be rated by the Secretary of Foreign Affairs.

7. Process of Ranking Philippine Embassies

7.1 The Embassies of the Philippine Foreign Service are the sixty (60) posts operating in FY 2018.

7.2 They shall be rated by the Undersecretaries:

- 7.2.1 Undersecretary for Administration (Administrative Matters)
- 7.2.2 Undersecretary for Civilian Security and Consular Concerns (Consular Services and Overseas Voting)
- 7.2.3 Undersecretary for International Economic Relations (Economic Diplomacy and Cultural Diplomacy)
- 7.2.4 Undersecretary for Migrant Workers Affairs (Assistance to Nationals)
- 7.2.5 Undersecretary for Policy (National Security)
- 7.2.6 Undersecretary for Strategic Communications and Research (Public Diplomacy)

7.3 The following criteria shall be used to determine the ratings:

<b>Criteria</b>	<b>Percentage</b>
National Security/ Economic Diplomacy/ Cultural Diplomacy/ ATN/ Consular Services/ Overseas Voting/ Public Diplomacy	85%
Administrative Matters	15%
<b>Total</b>	<b>100%</b>

7.4 Administrative matters shall be allocated a fixed 15% of the total grade for all Embassies. 85% of the total grade shall be distributed between National Security, Economic Diplomacy, Cultural Diplomacy, ATN, Consular Services, Overseas Voting, and Public Diplomacy. The weights given to the seven areas for each Embassy shall be subject to the approval of the supervising geographic office and of the PMT.

8. Process of Ranking Philippine Consulates General

8.1 The Consulates General of the Philippine Foreign Service are the twenty-one (21) posts operating in FY 2018.

8.2 They shall be rated by the Undersecretaries:

8.2.1 Undersecretary for Administration (Administrative Matters)

8.2.2 Undersecretary for Civilian Security and Consular Concerns (Consular Services and Overseas Voting)

8.2.3 Undersecretary for International Economic Relations (Economic Diplomacy and Cultural Diplomacy)

8.2.4 Undersecretary for Migrant Workers Affairs (Assistance to Nationals)

8.2.5 Undersecretary for Policy (National Security)

8.2.6 Undersecretary for Strategic Communications and Research (Public Diplomacy)

8.3 The following criteria shall be used to determine the ratings:

<b>Criteria</b>	<b>Percentage</b>
National Security/ Economic Diplomacy/ Cultural Diplomacy/ ATN/ Consular Services/ Overseas Voting/ Public Diplomacy	75%
Grade of Supervising Ambassador	10%
Administrative Matters	15%
<b>Total</b>	<b>100%</b>

8.4 Administrative matters shall be allocated a fixed 15% of the total grade for all Consulates General, while 10% of the total grade shall be given by the supervising Ambassador. 75% of the total grade shall be distributed between National Security, Economic Diplomacy, Cultural Diplomacy, ATN, Consular Services, Overseas Voting, and Public Diplomacy. The weights given to the seven areas for each Consulate General shall be subject to the approval of the supervising geographic office and of the PMT.

## 9. Process of Ranking Philippine Permanent Missions

9.1 The Permanent Missions of the Philippine Foreign Service are the four (4) posts operating in FY 2018.

9.2 They shall be rated by the appropriate Undersecretaries, depending on issues covered by each post:

9.2.1 Undersecretary for Administration (*Administrative Matters*)

9.2.2 Undersecretary for Civilian Security and Consular Concerns (Consular Services and Overseas Voting)

9.2.3 Undersecretary for International Economic Relations (Economic Diplomacy and Cultural Diplomacy)

9.2.4 Undersecretary for Migrant Workers Affairs (Assistance to Nationals)

9.2.5 Undersecretary for Policy (National Security)

9.2.6 Undersecretary for Strategic Communications and Research (Public Diplomacy)

9.3 The following criteria shall be used to determine the ratings:

<b>Criteria</b>	<b>Percentage</b>
National Security/ Economic Diplomacy/ Cultural Diplomacy/ ATN/ Consular Services/ Overseas Voting/ Public Diplomacy	85%
Administrative Matters	15%
<b>Total</b>	<b>100%</b>

9.4 Administrative matters shall be allocated a fixed 15% of the total grade for all Permanent Missions. 85% of the total grade shall be distributed between National Security, Economic Diplomacy, Cultural Diplomacy, ATN, Consular Services, Overseas Voting, and Public Diplomacy. The weights given to the seven areas for each Permanent Mission shall be subject to the approval of the supervising multilateral office and of the PMT.

## 10. Finalization of Ranking of HDUs and FSPs

10.1 OPCRFs submitted by delivery units will be disseminated by the PMT to the supervising offices for use in the grading process.

10.2 The ratings given by supervising offices and the resulting ranking of delivery units shall be presented to the PMT for deliberation, approval, and endorsement to the Secretary of Foreign Affairs.

10.3 The Secretary of Foreign Affairs shall have the final decision of the ranking of the Department's delivery units.

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