



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

CHR 2018 GUIDELINES IN RANKING OF OFFICES/DELIVERY UNITS

Memorandum Circular No. 2018-01 dated May 28, 2018, issued by the Inter-Agency Task Force (IATF) on AO No. 25 s 2011, provides for the Guidelines on the Grant of the Performance-Based Bonus (PBB) for CY 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 S. 2016.

The Circular likewise provides additional requirements and conditions for eligibility, as well as the clustering of delivery units as basis for ranking. The following guidelines shall be enforced:

I. Eligibility of Individuals

1. The Chairperson and Commissioners, shall be eligible if the CHR is eligible to receive PBB. Their PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary. They shall not be included in the Form 1.0 Report on Ranking of Delivery Units.
2. Employees belonging to the First and Second Levels should receive at least 'Satisfactory' based on the agency's CSC-approved Strategic Performance Management System (SPMS).
3. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
5. An official or employee who rendered less than nine (9) months but a minimum of (3) months of service with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered.

II. Employees Not Eligible for the FY 2017 PBB

In addition to the requirements under MC 2018-1, the following are not eligible to receive FY 2017 PBB:

1. An employee who is on a vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to the PBB. If the penalty is reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials who failed to submit 2017 SALN as prescribed in the rules provided under CSC MC. No. 3 s. 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.
4. Official and employees who failed to liquidate Cash Advances received in CY 2018 within the reglementary period as required by the COA shall not be entitled to the PBB.
5. Officials and employees responsible for the non-compliance of prior years' audit recommendations, QMS certification, or posting and dissemination of the Agency system of ranking of performance of delivery units shall not be entitled to the FY 2018 PBB of the agency fails to comply with any of these requirements.

III. CHR Delivery Units

Based on the recommendations of the Department of Budget and Management (DBM), the clustering of the offices/delivery units is as follows:

Commission En Banc (1)
<ol style="list-style-type: none">1. Staff of the Chairperson and Commissioners2. Office of the Commission Secretariat3. Office of the Executive Director with <i>Strategic Communication Division (SCD)</i>, <i>Citizen's Help and Action Division (CHAD)</i> and <i>Project Management Division (PMD)</i>4. Field Operations Office (FOO)5. Internal Audit Division (IAD)6. Analysis Unit

Technical and Support Services (6)
<ol style="list-style-type: none"> 1. General Administration Office (GAO) covering <i>General Services Division (GSD), Procurement Division (PD), Human Resource Development Division (HRDD), and Financial Management Office (FMO) covering Budget Division (BD) and Accounting Division (AD)</i> 2. Legal Office (LO) covering <i>Internal Legal Division (ILD), External Legal Division (ELD); and Visitorial Division (VD)</i> 3. Investigation Office (IO) covering <i>Investigation Division (ID), Forensic Center (FC) and Security Protection and Assistance Division (SPAD)</i> 4. Centers Management Office (CMO) covering <i>Child Rights Center (CRC), Gender Equality and Women's Human Rights Center (GEWHRC), Crisis, Conflict and Humanitarian Protection Center (CCHPC) and Economic, Social and Cultural Rights Center (ESCRC), and Policy Advisory Office (PAO) covering Legislative and Linkages Division, International Obligations Monitoring Division and Research and Knowledge Management Division</i> 5. Promotion Office (PO) covering <i>Advocacy and Information Campaign Division (AICD) and Education and Training Division (ETD)</i> 6. Planning and Management Office (PMO) covering <i>Planning Division (PD) and Management and Information Systems Division (MISD)</i>
Regional Offices (16)
<ol style="list-style-type: none"> 1. Regions NCR 2. Region CAR 3. Region I 4. Region II 5. Region III 6. Region IVA 7. Region IVB 8. Region V 9. Region VI 10. Region VII 11. Region VIII 12. Region IX 13. Region X 14. Region XI 15. Region XII 16. Region CARAGA

Based on the twenty-three (23) eligible offices/delivery units, the number of best, better and good offices will be distributed as follows:

Number of Offices/Delivery Units Per Rank

		Number of Offices/DUs
Best Performer	Top 10% (23 x 10%)	2
Better Performer	Next 25% (23 x 25%)	6
Good Performer	Next 65% (23 x 65%)	15
Total		23

IV. Eligibility of Offices/Delivery Units

1. All Offices/delivery units should have accomplishments in all performance indicator targets as indicated in their approved **2018 Office Performance Commitment Review (OPCR)** signed by the Chairperson.
2. The adjectival rating of the office/delivery unit should be at least satisfactory.

V. Rating and Ranking of Offices/Delivery Units Based on Accomplished OPCR's

1. The SPMS calculator 2016 v.7, shall be used in computing the numerical rating of each office/delivery unit based on the submitted *2018 OPCR Accomplishments vs Targets*.
2. All OPCR accomplishments as of December 31, 2018, shall be submitted to the PMT Secretariat on or before **January 5, 2019**.
3. The OPCR Numerical Rating shall be used in forced ranking the offices/delivery units within the cluster of offices/delivery units.
4. Rating of offices/delivery units that comprise more than one office shall be obtained by getting the average ratings. e.g. *Ratings of Centers Management Office and HR Policy Advisory Office shall be added and divided by two (2) to get their average rating*.
5. The staff of the offices of the Chairperson and Commissioners, Internal Audit Division and Analysis Unit shall follow the rating of the Commission Secretariat Office.

6. In case of tie or same numerical rating, the accomplishments of subject offices/delivery units shall be rated using the simple averaging method and shall be subject for approval of the Commission.
7. The Commission En Banc shall review the rankings guided by the OPCR results and documented performance of the Directors/Officers-In-Charge.

VI. Complaints Mechanism

All complaints on individual eligibility, performance rating and office ranking shall be addressed to the Performance Management Team (PMT).