

GUIDELINES/MECHANICS ON THE FORCED RANKING OF BUREAUS/OFFICES/  
DELIVERY UNITS AND PERSONNEL WITHIN EACH BUREAU  
FOR THE GRANT OF PBB 2015

1. A total of 791 employees are grouped into seventeen (17) bureaus.
2. Each of these seventeen (17) bureaus is tagged either academic or non-academic group.
3. There are nine (9) academic and eight (8) non-academic bureaus for a total of seventeen (17) bureaus.
4. Each bureau is composed of one (1) to eleven (11) delivery units.
5. The head of each bureau shall rank the employees under his/her supervision through the Performance Monitoring Information and Reporting System (PeMIReS).
6. The chairperson of the Performance Monitoring Team (PMT) shall assign three (3) members in the academic group and another three (3) members in the non-academic group, to assist in summarizing the accomplishments of each bureaus.
7. The accomplishments of the academic bureaus are reviewed based on the three functions: strategic, core, and support; whereas, the performance of the non-academic bureaus are reviewed based on their core and support functions.
8. The reviewers shall get only the significant accomplishments contributing to the MFOs.
9. The percentage of accomplishments versus the targets of each bureau shall then be computed and summarized.
10. The over-all summary of the bureaus (both academic and non-academic) shall then be generated and submitted to the PMG who would assist the head of the agency in the final forced ranking of bureaus/offices/delivery units/ and personnel.



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