


RUSH
 1st Priority
 2nd Priority
 Normal

DIRECTORATE FOR PLANNING AND MANAGEMENT ROUTING SLIP

TO	FROM	DATE	TIME	SIGNATURE	Target Date to Comply	(/)	REQUESTED ACTION
C, ICTD	D, DPM	03 -Sept- 2020		 PADIERNOS		/	Appropriate Action
							For Comment/ Reco
							Signature
							Concurrence
							For Information
							For Records/File

Amplifying Remarks:

Reference: IATF Memo Circular no. 2020-1 dated June 02, 2020

In compliance with the Memo Circular no. 2020-1 dated June 02, 2020 specifically under Good Governance Conditions - Maintain /update the Agency Transparency Seal , submitting herewith are the following required documents of **BUREAU OF CORRECTIONS GUIDELINES AND MECHANICS IN RANKING OF DELIVERY UNITS FOR FY 2020 PBB** to be posted in the transparency seal:

- Bureau of Corrections Guidelines and Mechanics in Ranking of delivery units for FY 2020 PBB (IATF Format)
- Documents of Cascading to BuCor employees and Officials:
 - Memorandum dated July 28, 2020 re: Bureau of Corrections Guidelines and Mechanics in Ranking of delivery units for FY 2020 PBB
 - BuCor PMT Resolution No. 02 s.. 2020
 - Certificates of Cascading of different offices under Bureau Of Corrections
 - ODDGO
 - Directorate for Finance and Logistics
 - DPPF
 - Work and Livelihood Div
 - Directorate for Planning and Management
 - IPPF
 - Internal Affairs Services
 - ITCD
 - Medium
 - IDPD
 - Directorate for External Affairs
 - Directorate for Reformation
 - Assessment and Program Monitoring Division
 - Directorate for Admin
 - NBP



MEMORANDUM

TO : Directors of Different Directorates
Superintendent, OPPFs
Chiefs of Divisions, Sections and Units
Chiefs of Offices under ODG
All Concerned

SUBJECT : BUREAU OF CORRECTIONS GUIDELINES AND MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE BASED-BONUS

DATE : 28 July 2020

Reference: Approved BuCor PMT Resolution No. 02s .2020

To heighten the transparency in ranking and rating delivery units for the Grant of FY 2020 PBB in compliance with the Memo Circular No. 2020-1 dated 02 June 2020 re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2020, the BuCor Performance Management Team (PMT) consistent with the approved PMT Resolution No. 02 s.. 2020 had determined the **Guidelines and Mechanics in Ranking Delivery Units for the Grant of FY 2020 Performance Based-Bonus (PBB), to wit:**

- The BuCor Performance Management Team (PMT) shall conform with Strategic Performance Management System guidelines as far as measuring the performance of the delivery units.
- To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
- In compliance with R.A 11469 or the "Bayanihan to Heal as One Act", PMT will not conduct onsite validation to the respective Operating Prison and Penal Farms to check their OPCR accomplishments, hence, the basis of their OPCR final rating will be based on PAPER VALIDATION through submitted monthly accomplishment reports.
- For delivery units under NHQ, the PMT shall conduct onsite validation to respective offices and shall observe safety measures while conducting validation.
- On scoring the **Support to Operations/Directorates, the PMT agreed on the following guidelines:**

- The PMT shall facilitate the ranking of delivery units and recommend to the Director General for final approval. The BuCor shall be grouped or clustered into 16 delivery units based on BuCor's Interim Organizational Structure on the implementation of RA 10575 pursuant to Special Order No. 410 s. 2018 dated 25 July 2018. The 16 delivery units shall be forced ranked according to the following categories:

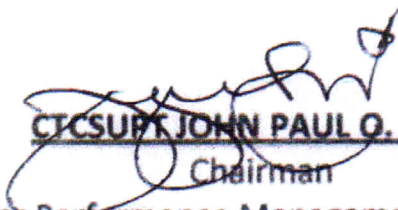
Rank	Performance Category	No. of Delivery Units
Top 10%	Best Delivery Units	2
Next 25%	Better Delivery Units	4
Next 65%	Good Delivery Units	10

- The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of basic salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

All heads of offices are advised to cascade and disseminate to all personnel under his AOR the abovementioned guidelines. Submit to the PMT Secretariat thru the Management Division the **Certificate of Cascading** (attached sample form) with signatures of all personnel **NLT August 17, 2020.** Failure to submit shall be ground for non entitlement of the Grant of FY 2020 PBB.

For your information and compliance.


CTCSUPT JOHN PAUL O. SANTOS
 Chairman
 BuCor Performance Management Team (PMT)

- Rating will be based on accomplishments of each success indicators committed by the heads of the delivery units during the start of the rating period (see Annex A).
- The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
- The Directors of the Directorates will not be validated, the total average score of line divisions will be the final rating of the same.
- On scoring the **Operating Prison and Penal Farms (OPPFs)**, the success indicators will be standard to all OPPFs and will be distributed as follows;

OPPF Weight Percentage Distribution					
	Success Indicator		Standard Weight Percentage	OPPF/DPPF/SRPPF/SPPF/LRP	NBP/OPW
Core Functions (70%)	1	Inmates safeguarded	20%	20%	20%
	1.1	Escapes	10%	10%	20%
	1.2	Guard to inmate ratio	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	1.3	Retrieval Rate (CY)	5%	5%	N/A
	1.4	No. of months conducted	5%	5%	N/A
	2	Peace and Order Maintained	10%	10%	10%
	2.1	Prison Violence			
	2.2	Congestion Rate	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	3	Mortality	5%	5%	5%
	3.1	Natural Cause	1%	1%	1%
	3.2	Unnatural Cause	4%	4%	4%
	5	Conduct of Disaster Preparedness	5%	5%	5%
	6	Reformation Programs - 20%			
	6.1	Participation rate in Reformation Programs	20%	20%	20%
	6.2	Reformation Officer to PDL Ratio	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	7	Reintegration Program - Qualified Inmate Participation	5%	5%	5%
	Support Functions (30%)	8	RDC Functions	5%	5%
8.1		No. of admission transferred to prison camps in 60 days	1.25%	1.25%	1.25%
8.2		No. of admission oriented, diagnosed and classified in 90 days	1.25%	1.25%	1.25%
8.3		Conduct of Monitoring, assessments activities of inmate rehabilitation	1.25%	1.25%	1.25%
8.4		Submitted evaluation/assessment report	1.25%	1.25%	1.25%
9.		Submission of Compliance Reports to the Policies/Directives issued by the Directorates	3%	3%	4.57%
10.		Computerization of PDL Medical records maintained and updated (will not be validated for FY 2020)	N/A	N/A	N/A
11.		Rehabilitation Clearance Processed	4%	4%	5.57%
12.		Submission of Monthly Reintegration Reports	3%	3%	4.57%
13.		Submission of Monthly Accomplishments Reports	3%	3%	4.57%
14.		Submission of Monthly Financial Reports	4%	4%	
15.		Budget Utilization (to be validated on the 2 nd rating period)	N/A	N/A	
16.		Cash Advances Liquidation	3%	3%	N/A (-11%)
17.		PHILGEPS	4%	4%	
17.1		Posting of Procurement Activities	2%	2%	
17.2		Posting of Notice of Award	1%	1%	
17.3		Posting of Notice to Proceed and Contract	1%	1%	
18.	ARTA	2%	2%	3.57%	
18.1	ARTA Requests attended / acted	1%	1%	1.785%	
18.2	Frontline Services	1%	1%	1.785%	
19.	GAD	2%	2%	3.57%	
19.1	Organization Focused	0.50%	0.50%	1.19%	
19.2	Participation Rate	0.50%	0.50%	1.19%	
19.3	GAD PAPs projects/activities/programs for clients implemented	1%	1%	1.19%	
20.	SPMS Requirements	2%	2%	3.57%	
20.1	Submission of Performance Monitoring and Coaching Journal	1%	1%	1.785%	
20.2	Conduct of Feedback Session Recorded thru Minutes of Meeting	1%	1%	1.785%	
TOTAL			100%	100%	100%



BUREAU OF CORRECTIONS

GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE BASED BONUS

The Bureau of Corrections adapts the following Guidelines and Processes in Ranking and Evaluating the Performance of BuCor delivery units:

- The BuCor Performance Management Team (PMT) shall conform with Strategic Performance Management System guidelines as far as measuring the performance of the delivery units.
- To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
- In compliance with R.A 11469 or the "Bayanihan to Heal as One Act", PMT will not conduct onsite validation to the respective Operating Prison and Penal Farms to check their OPCR accomplishments, hence, the basis of their OPCR final rating will be based on PAPER VALIDATION through submitted monthly accomplishment reports.
- For delivery units under NHQ, the PMT shall conduct onsite validation to respective offices and shall observe safety measures while conducting validation.
- On scoring the **Support to Operations/Directorates, the PMT agreed on the following guidelines:**
 - Rating will be based on accomplishments of each success indicators committed by the heads of the delivery units during the start of the rating period (see Annex A).
 - The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
 - The Director of the Directorate will not be validated, the total average score of its line divisions will be the final rating of his Directorate.

- On scoring the **Operating Prison and Penal Farms (OPPFs)**, the success indicators will be standard to all OPPFs and will be distributed as follows;

OPPF Weight Percentage Distribution					
		Success Indicator	Standard Weight Percentage	IPPF/DPPF/SRPPF/SPPF/LRP	NBP/CIW
Core Functions (70%)	1	Inmates safeguarded	20%	20%	20%
	1.1	Escapes	10%	10%	20%
	1.2	Guard to inmate ratio	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	1.3	Retrieval Rate (CY)	5%	5%	N/A
	1.4	No. of months conducted	5%	5%	N/A
	2	Peace and Order Maintained	10%	10%	10%
	2.1	Prison Violence	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	2.2	Congestion Rate	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	3	Mortality	5%	5%	5%
	3.1	Natural Cause	1%	1%	1%
	3.2	Unnatural Cause	4%	4%	4%
	5	Conduct of Disaster Preparedness	5%	5%	5%
	6	Reformation Programs - 20%			
	6.1	Participation rate in Reformation Programs	20%	20%	20%
	6.2	Reformation Officer to PDL Ratio	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
	7	Reintegration Program – Qualified Inmate Participation	5%	5%	5%
	8	RDC Functions	5%	5%	5%
	8.1	No. of admission transferred to prison camps in 60 days	1.25%	1.25%	1.25%
	8.2	No. of admission oriented , diagnosed and classified in 60 days	1.25%	1.25%	1.25%
	8.3	Conduct of Monitoring, assessments activities of inmate rehabilitation	1.25%	1.25%	1.25%
8.4	Submitted evaluation/assessment report	1.25%	1.25%	1.25%	
Support Functions (30%)	9.	Submission of Compliance Reports to the Policies/Directives issued by the Directorates	3%	3%	4.57%
	10.	Computerization of PDL Medical records maintained and updated (will not be validated for FY 2020)	N/A	N/A	N/A
	11.	Rehabilitation Clearance Processed	4%	4%	5.57%
	12.	Submission of Monthly Reintegration Reports	3%	3%	4.57%
	13.	Submission of Monthly Accomplishments Reports	3%	3%	4.57%
	14.	Submission of Monthly Financial Reports	4%	4%	
	15.	Budget Utilization (to be validated on the 2 nd rating period)	N/A	N/A	
	16.	Cash Advances Liquidation	3%	3%	
	17.	PHILGEPS	4%	4%	
	17.1	Posting of Procurement Activities	2%	2%	
17.2	Posting of Notice of Award	1%	1%		
17.3	Posting of Notice to Proceed and Contract	1%	1%		
18.	ARTA	2%	2%	3.57%	
18.1	ARTA Requests attended / acted	1%	1%	1.785%	
18.2	Frontline Services	1%	1%	1.785%	

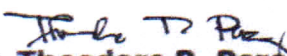
19.	GAD		2%	2%	3.57%
19.1	Organization Focused		0.50%	0.50%	1.19%
19.2	Participation Rate		0.50%	0.50%	1.19%
19.3	GAD PAPs projects/activities/programs for clients implemented		1%	1%	1.19%
20.	SPMS Requirements		2%	2%	3.57%
20.1	Submission of Performance Monitoring and Coaching Journal		1%	1%	1.785%
20.2	Conduct of Feedback Session Recorded thru Minutes of Meeting		1%	1%	1.785%
TOTAL			100%	100%	100%


- The PMT shall facilitate the ranking of delivery units and recommend to the Director General for final approval. The BuCor shall be grouped or clustered into 16 delivery units based on BuCor's Interim Organizational Structure on the implementation of RA 10575 pursuant to Special Order No. 410 s. 2018 dated 25 July 2018. The 16 delivery units shall be forced ranked according to the following categories:

Rank	Performance Category	No. of Delivery Units
Top 10%	Best Delivery Units	2
Next 25%	Better Delivery Units	4
Next 65%	Good Delivery Units	10

- The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of basic salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50


Mr. Theodore R. Perez
 Chief, Human Resource Division
 Date: July 17, 2020


SEC Gerald O. Bantag
 Director General
 Bureau of Corrections
 Date: July 17, 2020



BUCOR PERFORMANCE MANAGEMENT TEAM

Resolution No. 02 s. 2020

WHEREAS, the BuCor Performance Management Team (PMT), after conducting a meeting last July 15, 2020, has unanimously agreed and concurred on the following **Guidelines and Mechanics in Ranking and Evaluating the Performance of BuCor Delivery Units for the Grant of FY 2020 Performance Based-Bonus**, to wit:

- The BuCor Performance Management Team (PMT) shall conform with Strategic Performance Management System guidelines as far as measuring the performance of the delivery units.
- To maintain integrity and objectivity and prevent any suspicion of bias in scoring, PMT members shall inhibit themselves in the scoring of their respective AORs.
- In compliance with R.A 11469 or the "Bayanihan to Heal as One Act", PMT will not conduct onsite validation to the respective Operating Prison and Penal Farms to check their OPCR accomplishments, hence, the basis of their OPCR final rating will be based on PAPER VALIDATION through submitted monthly accomplishment reports.
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- The PMT shall facilitate the ranking of delivery units and recommend to the Director General for final approval. The BuCor shall be grouped or clustered into 16 delivery units based on BuCor's Interim Organizational Structure on the implementation of RA 10575 pursuant to Special Order No. 410 s. 2018 dated 25 July 2018.

WHEREAS, the PMT likewise agreed on the following guidelines in scoring the **Support to Operations/Directorates**:

- Rating will be based on accomplishments of each success indicators committed by the heads of the delivery units during the start of the rating period (see Annex A).

- The percentage weight allocation in performance rating shall be 70% for the core functions while 30% for the support functions. The combined score of the core and support functions will be the final score of the office.
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		1.1 Escapes	10%	10%	20%
		1.2 Guard to inmate ratio	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
		1.3 Retrieval Rate (CY)	5%	5%	N/A
		1.4 No. of months conducted	5%	5%	N/A
	2	Peace and Order Maintained	10%	10%	10%
		2.1 Prison Violence			
		2.2 Congestion Rate	ADDITIONAL POINTS	ADDITIONAL POINTS	ADDITIONAL POINTS
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	5	Conduct of Disaster Preparedness	5%	5%	5%
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		8.3 Conduct of Monitoring, assessments activities of inmate rehabilitation	1.25%	1.25%	1.25%
	8.4 Submitted evaluation/assessment report	1.25%	1.25%	1.25%	
Support Functions (30%)	9.	Submission of Compliance Reports to the Policies/Directives issued by the Directorates	3%	3%	4.57%
	10.	Computerization of PDL Medical records maintained and updated (will not be validated for FY 2020)	N/A	N/A	N/A
	11.	Rehabilitation Clearance Processed	4%	4%	5.57%
	12.	Submission of Monthly Reintegration Reports	3%	3%	4.57%
	13.	Submission of Monthly Accomplishments Reports	3%	3%	4.57%
	14.	Submission of Monthly Financial Reports	4%	4%	
	15.	Budget Utilization (to be validated on the 2 nd rating period)	N/A	N/A	
	16.	Cash Advances Liquidation	3%	3%	
	17.	PHILGEPS	4%	4%	
		17.1 Posting of Procurement Activities	2%	2%	
	17.2 Posting of Notice of Award	1%	1%		
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20.2	Conduct of Feedback Session Recorded thru Minutes of Meeting	1%	1%	1.785%
TOTAL		100%	100%	100%

WHEREAS, pursuant to AO25 IATF Memorandum Circular No. 2020-1 dated 02 June 2020 on Guidelines on the Grant of Performance-Based Bonus for FY 2020, item no. 7.7 states that offices/delivery units eligible to PBB shall be forced ranked according to the following categories:

Rank	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

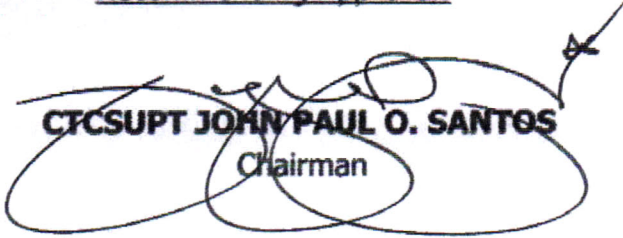
WHEREAS, the rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

Performance Category	Multiple of basic salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

NOW, THEREFORE, WE, the Chairman and Members of the Team, hereby **RESOLVE** as it is hereby **RESOLVED**, to **RECOMMEND** the **APPROVAL** of the above **GUIDELINES and MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE BASED BONUS** in compliance with the AO25 IATF Memorandum Circular No. 2020-1 dated 02 June 2020 on Guidelines on the Grant of Performance-Based Bonus for FY 2020.

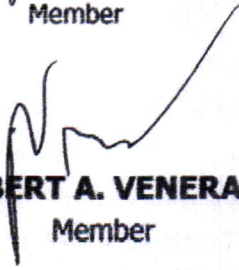
RESOLVED at Muntinlupa City this 15th of July 2020.

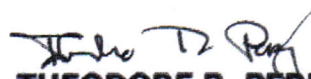
Recommending Approval:

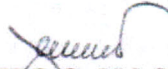

CTCSUPT JOHN PAUL O. SANTOS
Chairman


NORA CORAZON T. PADIERNOS
Member

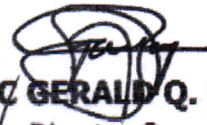

MARIA CIELO O. MONSALUD
Member


CSUPT ROBERT A. VENERACION
Member


THEODORE R. PEREZ
Member


MARITES C. MAGTALAS
BuCorea Employees Representative

APPROVED / ~~DISAPPROVED~~: 


USEC GERALD Q. BANTAG
Director General