



## BUCOR PERFORMANCE MANAGEMENT TEAM

### RESOLUTION No. 02 s. 2018

**WHEREAS**, the PMT after conducting meeting on 28 June 2018, has unanimously agreed and concurred to use the criteria adopted in last year (2017) contained in the *PMT Resolution no. 1 series of 2017* except for some modifications contained herein, the PMT to conform with the performance management system as far as measuring the office/delivery unit performance of the Bureau of Corrections has come up with the **AGENCY SYSTEM OF RANKING DELIVERY UNITS**.

**WHEREAS**, such system is aimed at objectively assessing performance and shall serve as PMTs guidelines and process in determining and evaluating the performance ranking of offices delivery units, in conformity with guidelines issued through IATF Memorandum Circular 2018-1. Salient points include the following:

- 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.
- Ranking of offices shall be handled by the PMT, recommended for final approval to the Director General, transmitted to the AO 25 Secretariat and DBM in accordance with the PBB requirements/guidelines. Forced ranks shall be done internally in accordance with SPMS, IPCR and reference for promotion.
- Grading and scoring of prescribed delivery units/offices shall be based on pro-rated scores.
- As for the scoring of SI "Monitoring and Coaching Reports" and "Feedback Session submitted", PMT considered that a score of 5 to 1 will be given to OPPF/Office/Delivery Unit depending on the quantity and timeliness of submission.

**WHEREAS, PMT** mutually agreed on the following:

- Percentage Weight Distribution for the Core and Support to Operations (STO) Functions shall be:

<b>Core Functions</b>	<b>70%</b>
<b>Support to Operations</b>	<b>30%</b>
	<b>100%</b>

- Weight Distribution on Core Functions. Specific Weight allocations are contained in the matrix shown below:

CORE FUNCTIONS	Performance Indicators	% Weight Allocation
<b>CUSTODY</b> 35%	<b>Inmates safeguarded -</b>	<b>25%</b>
	1) Escapes	10%
	2) Guard to inmate ratio	5%
	3) Retrieval Rate ( CY)	5%
	4) No. of months conducted	5%
	<b>Peace and order maintained</b>	<b>10 %</b>
	5) Prison Violence	8%
	6) Congestion Rate	2%
<b>REHABILITATION</b> 35%	<b>Mortality-</b>	<b>5 %</b>
	7) Natural Cause	1%
	8) Unnatural Cause	4%
	<b>No. of inmates afflicted with diseases</b> ( Morbidity Rate )-	<b>5%</b>
	<b>Rehabilitation Programs</b>	<b>20%</b>
	<b>Reintegration Programs</b>	<b>5%</b>

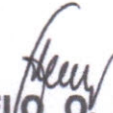
- On scoring of OPPFs** three (3) factors are included namely: Inmate Safeguarded, Peace and Order Maintained and Inmate Participation in Reformation Programs. The period of review and evaluation of the OPPF performance is from January to June 2018. The PMT shall rate performance of the BuCor's Operating Prisons and Penal Farm through review of Accomplishment Reports, validation and verification.
- On scoring the Support to Operations/Administrative Offices**, rating will be based on success indicators with targets committed by the heads of delivery offices for the period January to June 2018, validation and verification will also be conducted.
- PMT shall also heighten transparency among delivery units and employees by cascading this guidelines/mechanics in the system of ranking delivery units for the grant of FY 2018 PBB.

**NOW, THEREFORE, WE**, the Chairman and Members of the Team, hereby **RESOLVE** as it is hereby **RESOLVED**, to **RECOMMEND** approval of the **AGENCY SYSTEM OF RANKING DELIVERY UNITS**, in partial fulfillment of the requirements under 8.0, number 8.6 of IATF Memorandum Circular 2018-1 dated 28 May 2018 with the subject Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 and EO No. 201.

**RESOLVED** at Muntinlupa City this 4th day of July 2018.

Recommending Approval:

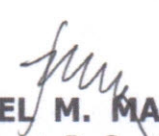
  
**ASEC MELVIN RAMON G. BUENAFE**  
PMT Chairman

  
**MARIA CIELO O. MONSALUD**  
Member

  
**NORA CORAZON T. PADIERNOS**  
Member

  
**MARY JANE N. JULIO**  
Member

  
**THEODORE R. PEREZ**  
Member

  
**CTS NOEL M. MARQUEZ**  
President, BuCorea

  
**CCTS RESURRECCION S. MORALES**  
Member (*Reformation Representative*)

  
**CCI LUCIO C. GUEVARRA**  
Member (*Security Representative*)

**APPROVED:**

  
**USEC. RONALD M. DELA ROSA**  
Director General, Bureau of Corrections

**GUIDELINES MECHANICS IN RANKING OFFICES /DELIVERY UNITS  
FOR GRANT OF FY 2018 PERFORMANCE –BASED BONUS (PBB)**

**Department/Agency BUREAU OF CORRECTIONS**

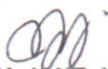
BuCor PMT Resolution No. 2 s 2018 features the following Guidelines and Processes in determining and evaluating the performance ranking of offices/delivery units:

- The Performance Management Team (PMT) shall conform with the Performance Management System as far as measuring the office/delivery unit performance of the Bureau of Corrections.
- 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.
- **On scoring of OPPFs** three (3) factors are included namely: Inmate Safeguarded, Peace and Order Maintained and Inmate Participation in Reformation Programs. The period of review and evaluation of the OPPFs performance is from January to June 2018. The PMT shall rate performance of the BuCor's Operating Prisons and Penal Farm through review of Accomplishment Reports, validation and verification.
- **On scoring the Support to Operations/Administrative Offices**, rating will be based on success indicators with targets committed by the heads of delivery offices for the period January to June 2018, validation and verification will also be conducted.
- Grading and scoring of prescribed delivery units/offices shall be based on pro-rated scores. Ranking of offices shall be handled by the PMT, recommended to the Director General for final approval.
- Percentage Weight Distribution for the Core and Support to Operations (STO) Functions shall be:

Core Functions	70%
Support to Operations	30%
	100%

- Operating prisons and Penal Farms Weight Distribution on Core Functions shown below:

CORE FUNCTIONS	PERFORMANCE INDICATORS	% Weight Allocation
CUSTODY 35%	<b>Inmates safeguarded -</b>	<b>25%</b>
	1) Escapes	10%
	2) Guard to inmate ratio	5%
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REHABILITATION 35%	4) No. of months conducted	5%
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REHABILITATION 35%	6) Congestion Rate	2%
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	<b>Rehabilitation Programs</b>	<b>20%</b>
	<b>Reintegration Programs</b>	<b>5%</b>

  
MARY JANE N. JULIO  
Head of HR

Date: JULY 6, 2018

  
USEC RONALD M. DELA ROSA  
Director General

Date: \_\_\_\_\_



Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
**BUREAU OF CORRECTIONS**  
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13 July 2018

**USEC RONALD M. DELA ROSA**  
Director General  
Bureau of Corrections

Sir:

Submitting herewith is the Bureau of Corrections Performance Management Team Resolution No. 02 s. 2018 **re: Bureau of Corrections Agency System of Ranking Delivery Units**. The Agency system will serve as PMT guidelines and process in determining and evaluating the performance ranking of delivery units in conformity with the guidelines issued through IATF Memorandum Circular 2018-1 dated May 28, 2018.

For his approval.

Very truly yours,

A handwritten signature in black ink, appearing to read "Melvin Buenafe", written over a large, stylized signature graphic.

**ASEC MELVIN RAMON G. BUENAFE**  
Chairman, Performance Management Team