



CRITERIA IN RANKING OF DELIVERY UNITS AND INDIVIDUAL PERFORMANCE FOR THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2018

1. Legal Basis

In compliance with the Performance Base Bonus (PBB) requirements, the Cagayan Economic Zone Authority (CEZA) hereby adopts the System of Ranking of Delivery Units following what is required as stated in the Memorandum Circular No. 2018 - 01 dated May 28, 2018 issued by the inter Agency Task Force (IATF).

2. CEZA Delivery Units

Section 8.2 (a) of Memorandum Circular No. 2018 - 01 dated May 28, 2018 issued by the inter Agency Task Force (IATF) has prescribed the following Delivery Units for Cagayan Economic Zone Authority (CEZA):

- a) Management, Planning and Information Department
- b) Support Services Department
- c) Operations Department

3. Ranking of CEZA Delivery Units

3.1 The CEZA Performance Management Team (PMT)/Ranking Committee sets the criteria and ranks of all the delivery units based on their contribution towards the over-all attainment of the CEZA's Major Final Outputs (MFO's) and the respective targets of Support to Operations (STO) and General Administrative and Support Services (GASS).

Final Rating of each Deliverable Units shall be rated and ranked on the percentage of their accomplishment for all MFOs set for 2018.

3.2 Criteria in ranking employees in each delivery units:

For Fiscal Year 2018, there shall be no ranking of employee in each delivery units. The PBB rates of individual shall depend on the performance ranking of the Department/Delivery Units where they belong.

3.3 The Performance Management Team shall be responsible in the review of final ratings for all delivery units and recommend to the Administrator and Chief Executive Officer for Approval.

The delivery units that meet their performance targets shall be forced ranked according to the following categories:

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

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