

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

OFFICE OF THE SECRETARY

MAY 12 2015

DOST Administrative Order No. 006
Series of 2015

SUBJECT : ADOPTION OF A STEP-WISE PERFORMANCE MANAGEMENT SYSTEM (PMS)

1.0 RATIONALE

The DOST adopts a step-wise approach in establishing its Performance Management System (PMS). This PMS shall serve as guide for the 2014 Performance-Based Bonus (PBB) implementation and shall be applied in full in the 2015 PBB implementation.

2.0 PERFORMANCE RANKING OF DOST AGENCIES

The DOST is comprised of thirty-six (36) offices/delivery units, namely the Central Office, nineteen (19) attached agencies, and sixteen (16) Regional Offices.

Consistent with Sec. 5.3 of Memorandum Circular No. 2012-03, the forced ranking of DOST agencies shall be done as follows:

Performance Category	Ranking	No. of DOST Agencies
Best	Top 10%	4
Better	Next 25%	9
Good	Next 65%	23
	Total	36

3.0 THE STEP-WISE PERFORMANCE MANAGEMENT SYSTEM

The step-wise approach in performance management system follows a four-step performance assessment. For each step, a DOST agency has to hurdle and comply with a set of criteria to qualify for the next higher step.

3.1 STEP 1: PBB ELIGIBILITY

For a DOST agency to become PBB eligible, it must satisfy the following conditions:

- a) At least 90% of its officially submitted Major Final Output (MFO) targets to the Inter-agency Task Force (A.O. 25, series of 2011) achieved

- b) Complied with the required good governance conditions, specifically the following:
- Agency's Transparency Seal maintained/updated (Sec. 91, GAA 2014 or R.A. 10633)
 - PhilGEPS posting maintained/updated (Revised IRR of R.A. 9184)
 - Citizen's Charter as required by ARTA maintained /updated (R.A. 9485)
 - Statement of Assets, Liabilities and Net Worth (SALN) of all employees and officials submitted and reviewed (RA 6713)

PBB eligible DOST agencies can proceed to the next higher step.

3.2 STEP 2: GOOD PERFORMER

The performance of all PBB eligible DOST agencies shall be assessed against the following criteria:

- a) At least 100% of all MFO targets achieved
- b) Accurate, acceptable and timely annual performance report submitted "within 45 working days from the end of the year" (Sec. 5, par. b., R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees)
- c) Financial documents/reports submitted:
- Monthly financial performance report every 10th of the following month
 - Quarterly budget and financial accountability reports (BFARs-FAR1: FAR 1-A and FAR 1-B) every 30 days after end of each quarter.
- d) Promptly and appropriately responded to 100% of Audit Observation Memoranda issued by COA auditors within one (1) month

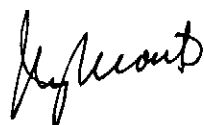
A DOST agency with a "Good Performer" ranking may advance to the next higher assessment step.

3.3 STEP 3: BETTER PERFORMER

"Good Performer" DOST agencies shall be further assessed against the following criteria:

- a) More than 100% of all its MFO targets achieved
- b) Award or recognition received or patents filed/granted or papers published

"Better Performer" DOST agencies may qualify for the next higher assessment step.



3.4 STEP 4: BEST PERFORMER

The DOST EXECOM shall evaluate the "Better Performer" agencies to determine the top four (4) "Best Performer" agencies based on the following criteria:

- a) Notable contribution to any KRA of the Aquino Administration

Any program or project of an agency or regional office that has been cited by a credible body to have notable contribution to any KRA of the Aquino Administration shall be assessed based on the actual number of beneficiaries compared to the total costs involved.

- b) Utilized 100% of funds (GAA, GIA and other sources) allocated for the year in review.

- c) Extent of data, knowledge, technology sharing practices in accordance with the DOST Data, Knowledge and Technology Sharing Policy rated as:

Rate of Adoption =
$$\frac{\text{No. of cases where data, knowledge, technology shared}}{\text{Total no. of agency/office technical staff}}$$

- d) Technology transfer by valuation/costing

i) DOST RDIs are expected to take on technology transfer as a strategic mission to effectively translate results of R&D into useful products and services (RA No. 10055, Sec. 2, Par.2). RDIs' technology transfer efforts shall be assessed based on the specific technologies transferred and the value (public or private) they have created or public/private counterpart investments they have generated. In this regard, S&T council involved in said specific technologies transferred shall be merit the same ranking scores.

ii) SEI shall be assessed based on the actual number of municipalities with entitled scholars over total municipalities in the country (objective of R.A. 7687) for the year in review

iii) PSHSS shall be assessed based on the ratio of graduates who pursued Science, Technology, Engineering and Mathematics (STEM) courses over the total number of graduates for the year in review.

iv) Regional offices shall be assessed based on the actual number of MSMEs assisted compared to the total number of MSMEs in their respective regions.

- e) Media Promotion Ranking

The STII shall submit to the DOST EXECOM the media promotion ranking of all DOST agencies and regional offices based on the actual number of articles or press releases actually picked-up or produced by local/national media (e.g. newspapers, television, radio, online news sites, etc.). All DOST agencies and regional offices shall submit to





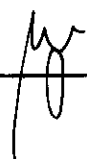
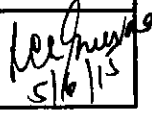
STII reports on their accomplished media promotion events as bases for the STII media promotion ranking scheme.

The STII, on the other hand, shall be rated by the DOST-EXECOM in terms of the number of DOST technologies/programs/projects it has promoted.

4.0 EFFECTIVITY

This Administrative Order shall take effect fifteen (15) days after publication in the Official Gazette and upon filing at the UP Law Center.


MARIO G. MONTEJO
Secretary

PDPD CHIEF	PES DIRECTOR	USEC
		 5/6/15