



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52
929-70-41 to 43

MEMORANDUM

TO : The Administrator, NAMRIA

FROM : The Undersecretary for Policy, Planning and International Affairs
and Chair, Performance Management Group

SUBJECT : NAMRIA SYSTEM OF RANKING OF DELIVERY UNITS FOR
FY 2017

DATE : **JAN 18 2018**

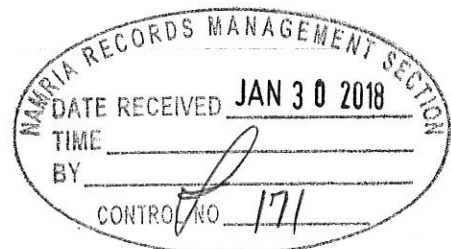
This has reference to your Memorandum dated 05 October 2017 submitting the System of Ranking the Delivery Units of NAMRIA, for our review and approval, in line with the granting of the Performance-Based Bonus (PBB) for FY 2017.

We found the system adequate and substantial as it reflects the indicators common to all the Delivery Units, sets the number of points per level of accomplishment and clearly defines the means to verify the reported accomplishments.

In view thereof, the proposed system in measuring the performance of NAMRIA's Branches and the Office of the Administrator is hereby approved, for posting in the agency's Transparency Seal as required by the AO 25 Inter-Agency Task Force (IATF).

For your information.


ATTY. JONAS R. LEONES



**NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY
(NAMRIA)**

DELIVERY UNITS	FY 2017 RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date Submission	Accomplishment/ Date Submission	
All Branches and Office of the Administrator	1. Budget Utilization Rate(BUR) by end of December 2017 - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	100%	12	Copy of Report on Budget Utilization Rate from FMD - Budget Section
		90%-99%	8	
		80% - 89%	4	
		below 80%	0	
	2. Physical Accomplishment Rates	100%	12	PPD Report with acted RFA
		95% - 99%	9	
		87% - 94%	6	
		80% - 86%	3	
		below 80%	0	
	3. Approved Branch monthly Physical and Financial Accomplishment Reports (PFARs) based on targets and using the prescribed ISO forms submitted to Policy and Planning Division (PPD) every 25 th of the month	submitted on or before deadline	12	logbook/ branch receiving copy
		1 day late	10	
		2 days	8	
		3 days	6	
		4 days	4	
		beyond 4 days	0	
	4. 2017 approved DPCR Annual Commitments based on approved SPMS Guidelines submitted to PPD on 15 March 2017 5. 2017 approved DPCR Accomplishments by Branch submitted to PPD on: 1 st sem - 8/31/17 2 nd sem - 2/28/18	submitted on or before deadline	12	PPD logbook/ Branch receiving copy
		1 day late	10	
		2 days	9	
		3 days	8	
		4 days	7	
		5 days	6	
6 days		5		
7 days		4		
8 days		3		
9 days		2		
10 days		1		
6. Percentage of approved IPCR Commitments/ Accomplishments by Branch based on SPMS guidelines submitted to Admin(AD)-Human Resource Management Section (HRMS)	100% submitted	12	Summary of branch submission from HRMS/ logbook	
	99%	10		
	98%	8		
	97%	6		
	96%	4		
	95% and below	0		


DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		Accomplishment/ Date Submission	Accomplishment/ Date Submission	
	7. Approved IPCR commitments by Branch submitted to AD/HRMS on 15 March 2017	submitted on or before deadline	12	Summary Of branch submission from HRMS/ logbook
		1 day late	10	
		2 days	8	
		3 days	6	
		4 days	4	
		5 days	2	
		beyond 5 days	0	
	8. Approved IPCR accomplishments by Branch submitted to AD/HRMS on: 1 st sem 2017 - 8/31/17 2 nd sem 2017 - 2/28/18	submitted on or before deadline	12	Branch Consolidated PPMP transmittal from Admin/ Supplies- logbook/ receiving copy
		1 day beyond deadline	10	
		2 days	8	
		3 days	6	
		4 days	4	
		5 days	2	
		beyond 5 days	0	
	9. 2018 approved Branch Project Procurement Management Plan (PPMP) based on Revised Implementing Rules and Regulations of RA 9184 (Government Procurement Reform Act) submitted to Admin/Supplies on 15 June 2017	submitted on or before deadline	12	Summary report from HRMS
		1 day beyond deadline	10	
		2 days	8	
		3 days	6	
		4 days	4	
		5 days	2	
		beyond 5 days	0	
10. 2016 SALN by Branch submitted to AD/HRMS on 15 February 2017	100% submitted on time	12	Report of Branch Submission prepared by Citizen's Charter Team	
	below 100% not submitted on time	0		
11. 1 major frontline service (Citizen's Charter) per division based on DMC #2015-04 "SECSIME" submitted to Citizen's Charter Team (NAMRIA) on 15 June 2017	submitted on or before deadline	12	PPD Logbook / Routing slip/ hard copy of approved WFP	
	1 day beyond deadline	10		
	2 days	8		
	beyond 2 days	0		
12. 2018 approved Annual WFP based on approved 2018 NEP submitted to PPD on the prescribed period based on the approved NAMRIA Planning Guidelines	submitted on or before deadline	12		
	1 day late	10		
	2 days	8		
	3 days	6		
	4 days	4		
	5 days	2		
	beyond 5 days	0		

DELIVERY UNITS	RANKING INDICATORS	POINT SYSTEMS		MOVs
		/ accomplishment/ Date Submission	Accomplishment/ Date Submission	
	13. 2017 Approved Project Folders (PFs) submitted to PPD on the prescribed date based on the 2017 approved NAMRLA Planning Guidelines	submitted on or before deadline	12	PPD logbook / PFs from PPD
		1 day beyond deadline	10	
		2 days	8	
		3 days	6	
		4 days	4	
		5 days	2	
		beyond 6 days	0	
	14. 100% of meetings, Workshops, conferences in 2017 with reports submitted: -Local (inter-agency) - 7 days after attendance -Foreign meetings, workshops, conference- 30 days after attendance	Local- submitted within 7 days	12	Receiving copy/ logbook
		within 8 days	9	
		within 9 days	6	
		within 10 days	3	
		beyond 10 days	0	
		Foreign- submitted within 30 days	12	
		within 35 days	8	
		Within 40 days	4	
		Beyond 40 days	0	
	15. Actions on Document Requests, 7 working days for simple documents and 15 days for complex documents upon receipt	Simple Documents- Acted within 7 days	12	Receiving copy/ Logbooks/ Routing slip
		within 8 days	9	
		within 9 days	6	
		within 10 days	3	
		beyond 10 days	0	
		Complex Documents acted within 15 days	12	
		within 16 days	9	
		within 17 days	6	
		within 18 days	3	
		beyond 18 days	0	

Recommended by:


DR. PETER N. TIANGCO, CESO 1
 Administrator

Approved by:


Atty. JONAS E. LEONES, CESO 1
 Undersecretary for Policy, Planning
 & International Affairs
 Chair, PMG