



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

MEMORANDUM CIRCULAR

TO : ALL OFFICIALS AND EMPLOYEES, CENTRAL OFFICE
ALL REGISTRARS OF DEEDS AND STAFF, REGISTRIES OF DEEDS
ALL OFFICIALS AND EMPLOYEES, CARP
This Authority

SUBJECT : SYSTEM OF RANKING DELIVERY UNITS FOR THE GRANT OF
PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2016

DATE : 17 October 2016

In compliance with the requirement stipulated in **Memorandum Circular No. 2016-1** (*Re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order No. 80*), and **Memorandum Circular No. 2016-2** (*Re: Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus for Fiscal Year 2016*), issued by the AO 25 Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the following system of ranking delivery units shall be implemented:

1.0 Delivery Units

Listed below are the identified delivery units, as per AO 25 Memorandum Circular No. 2016-2:

- Office of the Administrator
- Land Registration Operations Service
- Legal Service
- Financial Service
- Administrative Service
- CARP
- Seventeen (17) Regional Offices – Regions 1 to 4-A, 4-B, 5 to 12, NCR, CAR, CARAGA, ARMM

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2.0 Ranking of Delivery units

Considering the similarities of tasks and responsibilities, the delivery units enumerated in section 1.0 shall be grouped into two (2) clusters, namely: the Central Office (CO) cluster and the Registries of Deeds (RD) cluster. The CO cluster is composed of the following delivery units:

- Office of the Administrator
- Land Registration Operations Service
- Legal Service
- Finance Service
- Administrative Service
- CARP

The RD cluster is composed of the seventeen (17) Regional Offices.

The average semestral OPCR numerical ratings of the divisions or registries of deeds under each delivery unit stated in section 1.0 shall be the semestral rating of a delivery unit.



The overall rating of a delivery unit shall be computed as follows:

$$(Rating\ for\ 1^{st}\ semester + Rating\ for\ 2^{nd}\ semester) / 2$$

Using the overall rating, delivery units in each cluster shall be ranked according to the following categories:

Rating	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

Since the total delivery units is twenty three (23), there shall be two (2) delivery units in the **Best** category (1 for the CO cluster and 1 for the RD cluster), six (6) in the **Better** category (2 for CO cluster and 4 for RD cluster) and fifteen (15) in the **Good** category (3 for CO cluster and 12 for RD cluster).



In case of a tie on the last slot of the BEST and BETTER performance categories, draw lots shall be implemented, in the presence of the Performance Management Team. Controlled procedures shall be done to ensure fair and clean draw lots.

3.0 Rates of the FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best delivery unit	65%
Better delivery unit	57.5%
Good delivery unit	50%

For your information and guidance.


ROBERT NOMAR V. LEYRETANA, CESO II
OIC - Administrator



