



MTRCB

Office of the President of the Philippines

MOVIE & TELEVISION REVIEW & CLASSIFICATION BOARD

GUIDELINES/MECHANICS IN RANKING OFFICES/UNITS FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)

The following steps and criteria were observed by the Performance Management Team (PMT) in the conduct of the performance ranking system :

1. Each Delivery Unit will submit their accomplished Office Performance Commitment Review Form (OPCR) indicating the performance targets and accomplishments of the Performance Indicators of the agency's Organizational Outcomes (OOs) as reflected in the General Appropriations Act (GAA)
2. The Head of the Agency/Performance Management Team (PMT) rates the five (5) Delivery Units as to which will qualify for the following in accordance with the ranking distribution guidelines of the Inter-Agency Task Force (IATF) for Fiscal Year 2018.

Performance Category	
BEST DELIVERY UNIT	10% of the Five (5) Delivery Units = 1
BETTER DELIVERY UNIT	25% of the Five (5) Delivery Units = 1
GOOD DELIVERY UNIT	65% of the Five (5) Delivery Units = 3

The criteria for the qualification of the different delivery units shall be measured on the highest to the lowest score garnered based on the following criteria:

- A) Ratings on Performance of Organizational Outcomes (OOs) – 75% plus
- B) Ratings on other criteria – 25%

CRITERIA	Delivery Unit	Targets/ Accomplishment	Rating
A) Performance of Organizational Outcomes (OOs)			
A.1 OUTCOME INDICATORS		100% of entities are	125%
1. Percentage of entities (theaters,	Monitoring and		

television networks, cable television operators, production outfits, film distributors) under MTRCB's jurisdiction that are compliant with MTRCB rules	Inspection Unit (MIU)	compliant	
		95% of entities are compliant	110%
		85% of entities are compliant	100%
2. Increase in the level of awareness of the Public on the relevance of classification system for movies and television	Office of the Chairman (OTC) and Office of the Executive Director (OED)	100%	100%
		95%	95%
		90%	90%
3. Percentage of movies, television, optical media materials that are reviewed and classified	Review and Classification Division (RCD)	100% of materials are reviewed and classified	100%
		95% of materials are reviewed and classified	95%
		90% of materials are reviewed and classified	90%
A.2 OUTPUT INDICATORS 1. Percentage of materials submitted for classification that are acted upon within ten (10) days from receipt	Review and Classification Division (RCD)	100% of materials submitted are acted upon	100%
		95% of materials submitted are acted upon	95%
		90% of materials are acted upon	90%
2. Percentage of cases resolved within ninety (90) days	Legal Affairs Division (LAD)	100% of the cases filed were resolved	125%
		85% of the cases filed were resolved	110%
		80% of the cases filed	100%

		were resolved	
3. Number of seminars, fora, infomercials and other information dissemination activities conducted	Office of the Chairman (OTC) and Office of the Executive Director (OED)	98 or more	125%
		90	110%
		85	100%
A.3 General Administration			
Budget Utilization Rate (BUR)			
1. Obligation (BUR)	Administrative & Finance Division (AFD)	100%	100%
2. Disbursement (BUR)	Administrative & Finance Division (AFD)	100%	100%
3. BFARS		Submitted on or before deadline	125%
		Submitted one (1) week after deadline	110 %
		Submitted two weeks or beyond after deadline	100%
4. Report on Ageing of Cash Advance	AFD	1 unliqui- dated Cash Advance due for liquidation	125%
		2 unliqui- dated Cash Advance due for liquidation	110%
		3 or more unliquidated Cash Advance due	100%

		for liquidation	
5. COA Financial Reports	AFD	Submitted on or before deadline	125%
		Submitted one (1) week after deadline	110%
		Submitted two weeks or beyond after deadline	100%
B. Participation in Activities/per activity to be rated as recommended by PMT			
Attendance of employees within the delivery unit	Number of Employees per Delivery Unit	100% Attendance	125%
		90% Attendance	110%
		80% & below Attendance	100%

As per Memorandum Circular 2018-01, the PBB incentive to be received by each employee shall depend on the ranking of the bureau or delivery unit where they belong; and shall be based on the individual's monthly basic salary as of 31 December 2018. The performance category and the percentage of salary shall be as follows, if the computation is lower than Php5,000 the employees PBB rate will be fixed to the amount of Php5,000.

Performance Category	PBB as % of Monthly Basic Salary/Employee
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

- The PMT shall carefully evaluate and deliberate on the ranking of the Delivery Units.