1.0 REFERENCES

1.1 Legal Bases:

1.1.1 IATF Memorandum Circular No. 2020-1, dated 02 June 2020, titled Guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year 2020 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016;

1.1.2 Executive Order No. 43, dated 13 May 2011 titled, “Pursuing Our Social Contract With the Filipino People Through the Reorganization of the Cabinet Clusters”; and

1.1.3 CESBOARD Resolution No. 1397, dated 18 June, 2018 re: Classification of the Positions of Jail Chief Superintendent at the BJMP, as Non-CES Positions.

2.0 RATIONALE

The Performance-Based Bonus (PBB) is one of the incentives provided to government employees through the Performance-Based Incentive System (PBIS) established in Executive Order No. 80, series 2012. This aims to motivate higher performance and greater accountability in the public sector and to ensure accomplishments of commitments and targets of each departments or agencies.

Administrative Order No. 25 s. 2011 was primarily issued to establish a unified and integrated Result-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch of government incorporating a common set of performance scorecard.

The Jail Bureau adopted this incentive scheme in 2012 with the issuance of IATF Memorandum Circular No. 2012-02, dated October 16, 2012, titled Guidelines to clarify the Good Governance Conditions for Fiscal Year 2012 in Line with the Grant of the PBB.
3.0 OBJECTIVES

The Bureau of Jail Management and Penology shall adopt the following implementing rules and guidelines in the grant of the Performance-Based Bonus for all BJMP personnel for FY 2020.

This circular is issued with the following purposes:

3.1 To prescribe the criteria and conditions for the grant of the PBB for FY 2020 performance to be given in FY 2021;

3.2 To prescribe guidelines on the ranking of BJMP twenty-one (21) delivery units which are performing functions that are critical to the provision of our two-pronged mandate;

3.3 To ensure harmonization with the requirements in the Results-Based Performance Management System Performance-Based Bonus and strengthen performance monitoring and appraisal system in the Jail Bureau; and

3.4 Streamlining the BJMP services with the implementation of Republic Act (RA) No. 11032 known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” to simplify the bureau’s processes and ensure citizen-centric public service delivery.

4.0 SCOPE

This circular covers all Jail Officer Ranks (JOR), Jail Non-Officer Ranks (JNOR) and Non-Uniformed Personnel (NUP) whose salaries are charged to the lump sum appropriations of the BJMP under Personnel Services who have rendered at least three (3) months of service in the BJMP for the year 2020.

5.0 ACRONYMS

ASPP - Annual Strategic Performance Planning Exercise
IPCR - Individual Performance Commitment and Review
JOR - Jail Officer Rank
JNOR - Jail Non-Officer Rank
NPMT - National Performance Management Team
NUP - Non-Uniformed Personnel
OPCR - Office Performance Commitment and Review
PBB - Performance-Based Bonus
RBPMS - Result-Based Performance Management System
SPMS - Strategic Performance Management System

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UPCR - Unit Performance Commitment and Review

6.0 PROCEDURES/DETAILS/GUIDELINES

6.1 ELIGIBILITY CRITERIA

Per Memorandum Circular No. 2020 - 1, dated 02 June 2020, the Guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year 2020, the following shall be observed in determining the eligibility for the BJMP delivery units in the grant of the PBB FY 2020:

6.1.1 The BJMP must achieve the Physical Targets under the following:

   (OPR: DPD)

   a. Major Final Outputs under the Performance Informed Budget (PIB) of the FY 2020 GAA;

   b. Targets for Support to Operations (STO) for FY 2020; and

   c. General Administration and Support Services (GASS) for FY 2020.

6.1.2 Satisfy 100% of the Good Governance Conditions for FY 2020 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0. (OPR: DPRM)

6.1.3 Use of the Jail Bureau’s CSC-approved Strategic Performance Management System (SPMS), the mechanism utilized by the Bureau to ensure that each personnel contributes to the attainment of the BJMP Organizational Output and Outcome for FY 2020.

6.2 ELIGIBILITY OF INDIVIDUALS

6.2.1. The eligibility of the Chief, BJMP will depend on the eligibility and performance of the Jail Bureau. The Chief, BJMP’s rate shall be based on the monthly basic salary as of December 31, 2020, as follows:

"Changing Lives, Building a Safer Nation"
# Table 2.0

<table>
<thead>
<tr>
<th>Performance of Eligible Agency</th>
<th>PBB as % of Monthly Basic Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJMP achieved all Good Governance Conditions (GGCs), and its performance targets in all MFOs, STO and GASS requirements for FY 2020.</td>
<td>65%</td>
</tr>
<tr>
<td>BJMP achieved all Good Governance Conditions (GGCs), and has deficiency/ies due to uncontrollable reasons</td>
<td>57.5%</td>
</tr>
<tr>
<td>BJMP achieved all Good Governance Conditions (GGCs), and has deficiency/ies in one of its physical targets due to uncontrollable reasons.</td>
<td>50%</td>
</tr>
</tbody>
</table>

*Note: The CBJMP shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.*

6.2.2 JORs, JNORs and NUP belonging to the First and Second Levels who received a rating of at least “Satisfactory” based on the CSC-approved SPMS and should have submitted 2020 OPCR/IPCR Forms rating be included in the grant of the PBB FY 2020.

6.2.3 Directorate for the Human Resource Development (DHRD) will submit a certified list of all JORs, JNORs and NUP who have submitted SPMS ratings for the 1st and 2nd semesters on or before the end of April 2021 to the Performance Management Group (PMG).

6.2.4 Jail Officers who hold the rank of Chief Superintendent in the Bureau are classified as non-CES positions pursuant to CESBOARD Resolution Number 1397, dated June 18, 2018. They too will submit the CSC-approved SPMS and not the usual CESPES for third level and with at least “Satisfactory” rating.

6.2.5 Personnel on **detail** to another government agency for at least six (6) months or more shall be included in the ranking of personnel in the recipient agency that rated her/his performance. Payment of the PBB shall come from the BJMP.

6.2.6 Personnel who **transferred** from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

6.2.7 Personnel who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least Satisfactory will be eligible to the full grant of the PBB.

6.2.8 Personnel who served less than nine (9) months but a minimum of three (3) months of service and with at least “Satisfactory” rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as shown in the table below:

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Table 3.0

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>% of PBB</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 months but less than 9 months</td>
<td>90%</td>
</tr>
<tr>
<td>7 months but less than 8 months</td>
<td>80%</td>
</tr>
<tr>
<td>6 months but less than 7 months</td>
<td>70%</td>
</tr>
<tr>
<td>5 months but less than 6 months</td>
<td>60%</td>
</tr>
<tr>
<td>4 months but less than 5 months</td>
<td>50%</td>
</tr>
<tr>
<td>3 months but less than 4 months</td>
<td>40%</td>
</tr>
</tbody>
</table>

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

a. Being a newly hired employee
b. Retirement
c. Resignation
d. Rehabilitation Leave
e. Maternity Leave/Paternity Leave
f. Vacation or Sick Leave with or without pay
g. Scholarship/Study Leave
h. Sabbatical Leave

6.2.9 Personnel who are on vacation or sick leave, with or without pay for entire year of 2020 is not eligible to the grant of PBB.

6.2.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

6.2.11 Personnel who failed to submit the 2019 Statement of Assets and Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2020 PBB.

6.2.12 Personnel who failed to liquidate the Cash Advances received in FY 2020 within the reglementary period as prescribed in COA Circular 97-002, dated February 10, 1997 and reiterated in COA Circular 2009-002, dated May 18, 2009, shall not be entitled to the FY 2020 PBB;

- The Accounting Service Office and the Finance Service Office shall furnish the PMG Secretariat (DPD) the list of personnel with unliquidated aging cash advances on or before April 30, 2020.

6.2.13 The Chief, BJMP shall ensure that all jail officers and Non-Uniformed Personnel covered by RA 6713 submitted their 2019 SALN to the respective repository agencies, liquidated their FY 2020 Cash Advances, and completed the SPMS.

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6.3 RATING AND RANKING SYSTEM OF DELIVERY UNITS

6.3.1 The delivery units of the BJMP shall be forced ranked following the distribution below:

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Ranking</th>
<th>Delivery Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Delivery Unit/s</td>
<td>Top 10%</td>
<td>National Headquarters -- 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;Office of the Chief, BJMP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&gt;Directorate for Administrative Services</td>
</tr>
<tr>
<td>Better Delivery Unit/s</td>
<td>Next 25%</td>
<td>&gt;Directorate for Planning, Financial and Management Services</td>
</tr>
<tr>
<td>Good Delivery Unit/s</td>
<td>Remaining 65%</td>
<td>&gt;Directorate for Jail Management and Penology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regional Offices -- 17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>21 Delivery Units</td>
</tr>
</tbody>
</table>

6.3.2 Only personnel belonging to eligible delivery units are qualified for the FY 2020 PBB. There shall no longer be a ranking of personnel within the delivery units.

6.4 CRITERIA FOR THE FORCED RANKING OF 21 DELIVERY UNITS

6.4.1 The rating and ranking of delivery units in the BJMP will be based on the following criteria of delivery units:

a. National Headquarters (4)

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Directorate/Office Core Functions</td>
<td>70%</td>
</tr>
<tr>
<td>2. Directorate/Office Strategic Functions</td>
<td>20%</td>
</tr>
<tr>
<td>3. Directorate/Office Support Functions</td>
<td>10%</td>
</tr>
<tr>
<td>Good Governance Commitment</td>
<td></td>
</tr>
<tr>
<td>Establishment of Linkages with</td>
<td></td>
</tr>
<tr>
<td>Stakeholders/Interested Parties*</td>
<td></td>
</tr>
<tr>
<td>Mainstreaming Climate Change Adaptation Programs</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Stakeholders/Interested Parties:

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL</td>
<td>DILG</td>
</tr>
<tr>
<td>Personnel</td>
<td>DBM</td>
</tr>
</tbody>
</table>

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LGUs
Senate
House of Representatives
Supreme Court
Courts
ICRC
Community
Suppliers

b. Regional Offices

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>WEIGHT ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE FUNCTIONS</td>
<td></td>
</tr>
<tr>
<td>Improved Safekeeping Efficiency</td>
<td>70%</td>
</tr>
<tr>
<td>Jail Security Management</td>
<td></td>
</tr>
<tr>
<td>PDL Welfare and Development</td>
<td></td>
</tr>
<tr>
<td>STRATEGIC FUNCTIONS</td>
<td></td>
</tr>
<tr>
<td>Technology-driven Programs</td>
<td>20%</td>
</tr>
<tr>
<td>Monitoring of Policies</td>
<td></td>
</tr>
<tr>
<td>Monitoring of Program Implementation</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Drug-free and Cleared Facilities</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Smoke-free Facility</td>
<td></td>
</tr>
<tr>
<td>PRIME-HRM Accreditation</td>
<td></td>
</tr>
<tr>
<td>Decongestion Program</td>
<td></td>
</tr>
<tr>
<td>SUPPORT FUNCTIONS</td>
<td></td>
</tr>
<tr>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>Mainstreaming Climate Change Adaptation and Mitigation programs/Promotion of Environmental Program</td>
<td>10%</td>
</tr>
<tr>
<td>Human Resource Development</td>
<td></td>
</tr>
<tr>
<td>Good Governance Conditions</td>
<td></td>
</tr>
<tr>
<td>Establishment of Linkages with Stakeholders</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 100%

6.4.2 The HRD Division of the delivery units shall submit all their summary of their OPCR/UPCR/IPCR ratings to the DHRD on or before **January 15, 2021**.

6.4.3 The NPMG will deliberate on the final ranking of 21 delivery units and shall submit the result of Delivery Unit forced ranking to the Chief, BJMP for approval and signature and route the same to the NHQ PMG Secretariat (DPD) not later than **January 20, 2021**.

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6.4.4 The NHQ PMG Secretariat (DPD) will submit Form 1.0 of the BJMP based on the results of the forced ranking of 21 delivery units provided by the NPMG, to the AO 25 Secretariat of Department of Budget and Management (DBM) not later than January 31, 2021.

6.5 RATES OF THE FY 2020 PBB

The PBB rate for each individual shall be based on the performance ranking of the personnel's delivery unit with the rate of incentives as a multiple of one's monthly basic salary as of December 31, 2020, with reference to the following table:

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>PBB as % of Monthly Basic Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Office/Delivery Unit</td>
<td>0.65</td>
</tr>
<tr>
<td>Better Office/Delivery Unit</td>
<td>0.575</td>
</tr>
<tr>
<td>Good Office/Delivery Unit</td>
<td>0.50</td>
</tr>
</tbody>
</table>

6.6 APPLICABILITY

Herein guidelines shall apply for FY 2020 performance of the twenty-one (21) identified delivery units in the BJMP.

6.7 TRANSPARENCY AND FEEDBACK MECHANISM

The NHQ PMG will release the FY 2020 PBB Delivery Unit Final Ranking through the BJMP website at www.bjmp.gov.ph. All feedbacks and other matters of concern regarding the PBB ranking shall be entertained by the concerned Regional PMG.

6.8 SUBMISSION OF REPORTS

The Jail Bureau shall submit FY 2020 Accomplishments using Form A, A-1 and Form 1.0 on or before January 31, 2021 and shall submit duly completed and signed forms and reports to the IATF (two hard copies and e-copies of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by the Chief, BJMP.

6.9 FEEDBACK AND CHANGE OF MANAGEMENT

6.9.1 The Chief, BJMP/Regional Directors of the Jail Bureau with the support of the Performance Management Groups (NPMG/RPMG) shall develop and implement an internal communication strategy on Performance-Based Incentive System (PBIS), and fulfill the following:

a. Engage the JORs, JNORs and NUP in understanding the PBIS, the performance targets of their respective Directorates, Divisions and Regional Offices as well as the

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services and outputs they need to deliver in order to meet the unit's targets;

b. Disseminate the performance targets (MFO/PI) and accomplishments of their respective delivery units to their respective personnel through P & E and other means such as through social media platforms for their general awareness.

c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments as well as strengthen the utilization of the SPMS Performance Monitoring and Coaching Journal; and

d. Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by JORS, JNORS and NUPs. Such concerns must be handled by the BJMP Grievance Committee.

6.9.2 The Chief, BJMP designated the Deputy Chief for Administration to serve as Chairperson of the Performance Management Group. The Directorate for Program Development serves as the Secretariat, support to the PMG.

6.10 INFORMATION AND COMMUNICATION

6.10.1 The PMG Secretariat shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of Mr. Arnel V. Cajigal as PBB Focal Person and JSSUPT JOEL S SUPERFICIAL as spokesperson.

6.10.2 The PMG Secretariat shall strengthen its communication strategy and ensure transparency and accountability in the implementation of the PBB.

7.0 MONITORING PROCEDURE/TOOL

The implementation of this circular shall be monitored by the PBB Focal Person and ascertain that all requirements are complied with in accordance with the IATF Memorandum Circular No. 2020-01, dated June 02, 2020.

8.0 SEPARABILITY CLAUSE

In the event that any provision of this Memorandum Circular (MC) is declared illegal or rendered invalid by any competent authority, the provisions not affected shall remain valid and effective.

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9.0 REPEALING CLAUSE

All circulars inconsistent with this Memorandum Circular shall be deemed repealed or modified accordingly.

10.0 EFFECTIVITY

This guideline shall take effect immediately upon the approval of the Chief, BJMP.

11.0 ANNEXES

a. Timeline for PBB FY 2020 Implementation
b. Performance Monitoring and Coaching Journal
c. Consolidated Individual Performance Ratings (CIPR)
d. BJMP Performance Information
e. RD OPCR Sample
## Annex “A”

### AO25 IATF TIMELINE FOR THE PBB FY 2020 IMPLEMENTATION

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>VALIDATING AGENCY</th>
<th>DEADLINE OF SUBMISSION</th>
<th>START OF VALIDATION</th>
<th>OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Targets Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Streamlining and Process Improvement (SPI) of Agency Services and digitization initiatives</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>February 28, 2021 (small agencies) August 31, 2021 (big agencies)</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DPRM</td>
</tr>
<tr>
<td>2. Citizen/Client Satisfaction and Agency Best Practice</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>February 28, 2021 (small agencies) August 31, 2021 (big agencies)</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DPRM</td>
</tr>
<tr>
<td>3. Report on Ranking Delivery Units</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>February 28, 2021 (small agencies) August 31, 2021 (big agencies)</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DHRD</td>
</tr>
<tr>
<td><strong>Good Governance Conditions (GGCs)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Transparency Seal</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>October 01, 2020</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DICTM</td>
</tr>
<tr>
<td>2. Citizen’s Service Charter</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>December 04, 2020</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DPRM</td>
</tr>
<tr>
<td>3. PHILGEPS Posting</td>
<td>Composite Team from AO 25 IATF agencies</td>
<td>January 29, 2021</td>
<td>March 1, 2021 (small agencies) September 1, 2021 (big agencies)</td>
<td>DL/RO Logs Division</td>
</tr>
<tr>
<td><strong>Support to Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. QMS Certification  
  - Post QMS Certification in TS page  
  - Submit certified true copy of QMS certificate to GQMC through DBM-SPIB | GQMC | December 31, 2020 | From January 1 to 31, 2021 | DPD |
<table>
<thead>
<tr>
<th><strong>General Administration and Support Services (GASS)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of FY 2020 Financial Reports to COA On or before March 31, 2021</td>
</tr>
<tr>
<td>Posting of Agency system of ranking delivery units On or before October 30, 2020</td>
</tr>
<tr>
<td>Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2020 as cut-off) On or before December 1, 2020</td>
</tr>
<tr>
<td>Submission of Certificate of Compliance with PhilGEPS (with November 15, 2020 as cut-off) On or before December 1, 2020</td>
</tr>
</tbody>
</table>

**Note:** Certificate of Compliance for Transparency Seal, Citizen’s Charter and PhilGEPS posting will not be submitted to DBM-OCIO. CSC and PhilGEPS assessment will be conducted by the validating agencies starting October 1, 2021. Agencies should ensure compliance to the requirements.

<table>
<thead>
<tr>
<th><strong>Submission of Accomplishments using Form A, A1 and Form 1.0</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. With December 31, 2020 as cut-off date</td>
</tr>
<tr>
<td>Submission of BFARs to COA and DBM</td>
</tr>
<tr>
<td>Submission of 2019 APCPI Self-Assessment</td>
</tr>
<tr>
<td>Submission of 2021 APP</td>
</tr>
<tr>
<td>Validation of QMS Certification or the ISO-aligned QMS documentation</td>
</tr>
<tr>
<td>Validation of 2nd STO Indicator as identified by Chief, BJMP</td>
</tr>
</tbody>
</table>

**Other Cross-cutting Requirements**

| Agency’s Establishment and Conduct of Agency Review and Compliance of SALN | October 01, 2020 | DPRM |
| Agency’s System of Rating and Ranking of Delivery Units | | DPD |
| Updated People’s FOI manual | | CRSO |
| FOI reports. Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report | January 29, 2021 | CRSO |
| Modified 1-page FOI Manual | | CRSO |
| Screenshot of Agency’s home page | | DICTM |
Annex "B"

Performance Monitoring and Coaching Journal

Rating Period: 

Name of Office/ Unit: 

Name of Immediate Superior: 

Number of Personnel in the Office/Unit: 

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mechanism/s</th>
<th>Meeting</th>
<th>Memo</th>
<th>Others (Ph. Specify)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>One-in-One</td>
<td>Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the date in the appropriate box when the monitoring was conducted.

<table>
<thead>
<tr>
<th>Conducted by:</th>
<th>Date:</th>
<th>Noted by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Superior</td>
<td></td>
<td>Head Office</td>
<td></td>
</tr>
</tbody>
</table>
# Annex “C”

## Consolidated Individual Performance Ratings (CIPR)

**Rating Period:**

**Office:**

<table>
<thead>
<tr>
<th>Average Office Rating:</th>
<th>Adjectival Description</th>
<th>#DIV/0!</th>
</tr>
</thead>
</table>

**OFFICE OF THE DEPUTY DIRECTOR**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Adjectival Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESOURCE MANAGEMENT DIVISION**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Adjectival Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
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**RECORDS MANAGEMENT DIVISION**

<table>
<thead>
<tr>
<th>Designation</th>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Adjectival Description</th>
</tr>
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<tbody>
<tr>
<td>No. of Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
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</table>

**MORALE AND WELFARE DIVISION**

<table>
<thead>
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<th>Rating</th>
<th>Numerical Rating</th>
<th>Adjectival Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Employees</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
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</tbody>
</table>

**ON SCHOOLING**

<table>
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<th>Designation</th>
<th>Rating</th>
<th>Numerical Rating</th>
<th>Adjectival Description</th>
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</thead>
<tbody>
<tr>
<td>No. of Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: _______________________

---

**Note:** The table contains placeholders and calculations that might not reflect actual data. The #DIV/0! error suggests that the table might be incomplete or there's an issue with the calculations.
## Annex "D"

### PERFORMANCE INFORMATION

<table>
<thead>
<tr>
<th>ORGANIZATIONAL OUTCOMES (OOs) / PERFORMANCE INDICATORS (PIs)</th>
<th>2018 GAA Targets</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe and Humane Management of all district, city, and municipal jails enhanced</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INMATES’ SAFEKEEPING AND DEVELOPMENT PROGRAM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome Indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Percentage reduction in the number of escape incidents</td>
<td>6% (27 escape incidents)</td>
<td>22.22% (21 escape incidents)</td>
</tr>
<tr>
<td>2. Percentage reduction in the number of jail disturbances</td>
<td>10% (41 jail disturbances)</td>
<td>-12.19% (46 jail disturbances)</td>
</tr>
<tr>
<td>Output Indicators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Improved safekeeping efficiency</td>
<td>99.98%</td>
<td>99.99%</td>
</tr>
<tr>
<td>2. Percentage of inmates released within 24 hours of their release date</td>
<td>100%</td>
<td>183.99% (65,779 inmates released)</td>
</tr>
<tr>
<td>3. Percentage of inmates provided with welfare and development services</td>
<td>80%</td>
<td>88.81% (129,222 of 145,510 inmates)</td>
</tr>
</tbody>
</table>

### PERFORMANCE INFORMATION

<table>
<thead>
<tr>
<th>ORGANIZATIONAL OUTCOMES (OOs) / PERFORMANCE INDICATORS (PIs)</th>
<th>Baseline</th>
<th>2019 Targets</th>
<th>2020 NEP Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe and Humane Management of all district, city, and municipal jails enhanced</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INMATES’ SAFEKEEPING AND DEVELOPMENT PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcome Indicators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Percentage reduction in the number of escape incidents</td>
<td>21 escape incidents</td>
<td>6% (16 escape incidents)</td>
<td>6% (20 escape incidents)</td>
</tr>
<tr>
<td>2. Percentage reduction in the number of jail disturbances</td>
<td>46 jail disturbances</td>
<td>10% (34 jail disturbances)</td>
<td>10% (41 jail disturbances)</td>
</tr>
<tr>
<td>Output Indicators</td>
<td>99.98%</td>
<td>99.98% of actual number of inmates</td>
<td>99.98% of actual number of inmates</td>
</tr>
</tbody>
</table>
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, ______________________________________, head of ____________________, commits to deliver and agreed to be rated on the attainment of the following targets in accordance with the indicated measures for the period of ________________ to ________________.

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Date:</th>
<th>Approved by:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Signature over Rank and Name</td>
<td>Date:</td>
<td>Signature over Rank and Name</td>
<td>Date:</td>
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</tbody>
</table>

Chairperson, IPMT
Regional Director

Rating scale: 5 - Outstanding, 4 - Very Satisfactory, 3 - Satisfactory, 2 - Unsatisfactory, 1 - Poor

<table>
<thead>
<tr>
<th>WEIGHT (%)</th>
<th>MFO/PAP</th>
<th>SUCCESS INDICATORS</th>
<th>Allotted Budget</th>
<th>Division/Individuals Accountable</th>
<th>ACTUAL ACCOMPLISHMENTS</th>
<th>RATING</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Targets + Measures</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CORE ACTIVITY

STRATEGIC ACTIVITY

SUPPORT ACTIVITY

Final Rating: ____________________
Adjective Rating: ____________________

COMMENTS AND RECOMMENDATIONS

Assessed by: ____________________ Date: ________________
Reviewed by: ____________________ Date: ________________
Final Rating by: ____________________ Date: ________________

Signature over Rank and Name
IPMT Secretariat
Chairperson, IPMT
Regional Director

(Insert or delete lines as necessary)