



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
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 2020

**DATE :** 28 August 2020

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In compliance with the requirement stipulated in **Memorandum Circular No. 2020-1** (*Re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 under Executive Order No. 80*), 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**

Pursuant to Annex 1 of Memorandum Circular No. 2020-1, listed below are the identified delivery units, with their corresponding offices/units per LRA organizational structure:

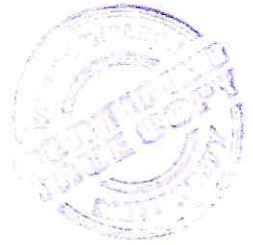
1. Office of the Administrator
  - Office of the Administrator
  - Office of the Deputy Administrators
  - Information and Communications Technology Division
  - Planning and Management Division
  - CARP
2. Technical and Support Services
  - Office of the Land Registration Operations Service Director
  - Docket Division
  - Original Registration Division
  - Subdivision and Consolidation Division
  - Office of the Administrative Service Director
  - Human Resource Development Division
  - General Services Division
  - Office of the Legal Service Director
  - Legal Division
  - Land Registration Monitoring Division
  - Land Registration Cases Division
  - Reconstitution Division

Chief, Central Records Section

NORILYN T. TOMAS

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- Accounting Division
- 3. Regional Offices
  - All Registries of Deeds

## 2.0 Ranking of Delivery units

Pursuant to Sections 6.7 and 8.1 of MC No. 2020-1, accomplishments on streamlining efforts of delivery units shall be included in the criteria for ranking delivery units, together with the OPCR rating. Thus, the criteria for ranking with corresponding weights shall be as follows:

- OPCR – 90%
- Streamlining Efforts (SE) – 10%

For the OPCR criterion, the average semestral OPCR numerical ratings of the offices/units under each delivery unit stated in section 1.0 shall be the semestral rating of a delivery unit. The OPCR rating of a delivery unit shall be computed as follows:

$$\text{OPCR Rating} = \left[ \frac{\text{Rating for 1}^{\text{st}} \text{ semester} + \text{Rating for 2}^{\text{nd}} \text{ semester}}{2} \right] \times 90\%$$

For the SE criterion, each delivery unit shall identify one (1) critical service and submit the attached Modified A1 forms, which shall be the basis of rating on SE. Accomplishment rate (AR) for each applicable criterion in the form shall be computed as follows:

$$\text{AR} = \left( \frac{\text{Actual Accomplishment}}{\text{Target}} \right) \times 100\%$$

AR of a critical service shall be the average AR of all its applicable criteria and the AR on SE of a delivery unit shall be the AR of its identified critical service.

Rating scale is as follows:

Accomplishment Rating	Numerical Rating	Adjectival Rating
130% & above	5	Outstanding
115% - 129%	4	Very Satisfactory
100% - 114%	3	Satisfactory
51% - 99%	2	Unsatisfactory
50% & below	1	Poor

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

$$\text{SE Rating} = \text{AR} \times 10\%$$

Chief, Central Records Section

NORILYN T. TOMAS

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*[Handwritten Signature]*  
1/18/2020



Using the overall rating, delivery units 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 three (3), there shall be one (1) delivery unit in the **Best** category, one (1) in the **Better** category and one (1) in the **Good** category.

### 3.0 Rates of the FY 2020 PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best delivery unit	0.65
Better delivery unit	0.575
Good delivery unit	0.50

For your information and guidance.

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i. *AT* 9/28/2020  
**NORILYN T. TOMAS**  
Chief, Central Records Section

**RENATO D. BERMEJO**  
Administrator *[Signature]*