

**QUALIFYING AND RANKING INDICATORS OF THE MINES AND GEOSCIENCES BUREAU
CENTRAL OFFICE FOR FY 2020 PERFORMANCE-BASED BONUS**

A. CENTRAL OFFICE

I. Qualifying Indicators for Office of the Director and all Central Office Divisions (60%)

1. Budget Utilization Rate (BUR 1) – Obligation Rate: Ratio of Amount Obligated Budget versus Allotment

Percentage	Point System	Means of Verification (MOV)
100%	11	<ul style="list-style-type: none"> Report (hard or e-copy) of utilization rate by the Finance Management Division
99%	10	
98%	9	
97%	8	
96%	7	
95%	6	
94%	5	
93%	4	
92%	3	
91%	2	
90%	1	

2. Budget Utilization Rate (BUR 2) – Disbursement Rate: Ratio of Amount Disbursed Budget versus Obligated Amount

Percentage	Point System	Means of Verification (MOV)
100%	11	<ul style="list-style-type: none"> Report (hard or e-copy) of utilization rate by the Finance Management Division
99%	10	
98%	9	
97%	8	
96%	7	
95%	6	
94%	5	
93%	4	
92%	3	
91%	2	
90%	1	

3. PPMP Submitted to PPIAD on the Prescribed Deadline

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Submitted PPMP (hard or e-copy) to PPIAD; Filled-up DATS
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	

2 days before deadline	97%	8	<ul style="list-style-type: none"> • Reckoning date for the ranking is the date of receipt of PPIAD
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. WFP Submitted to PPIAD within the Prescribed Deadline

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Submitted WFP (hard or e-copy) to PPIAD; • Filled-up DATS • Email transmission to PPIAD; • Reckoning date for the ranking is the date of receipt of PPIAD
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

5. OPCR/DPCR Submitted to PPIAD within the Prescribed Deadline

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Submitted DPCR (hard or e-copy) to PPIAD; • Filled-up DATS • Email transmission to PPIAD; • Reckoning date for the ranking is the date of receipt of PPIAD
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

6. Percentage of IPCR Submitted within the Deadline

Percentage	Point System	Means of Verification (MOV)
100%	11	<ul style="list-style-type: none"> Submitted IPCR (hard or e-copy) to the Administrative Division; Filled-up DATS Ranking is the percentage of submission of the Divisions on the deadline
99%	10	
98%	9	
97%	8	
96%	7	
95%	6	
94%	5	
93%	4	
92%	3	
91%	2	
90%	1	

7. Monthly Accomplishment Reports submitted to the PPIAD on the 28th day of the current month

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Signed digital copy of the accomplishment report Reckoning date for ranking is the date of receipt by PPIAD thru email/PAPSiS/SDMS
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

II. Divisional Ranking Indicators (20%)

PLANNING, POLICY AND INTERNATIONAL AFFAIRS DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Enrolled Indicator	Weight
PMS	Consolidated Monthly Accomplishment Report submitted to DENR on the 5 th day of the following month	25%
PMS, PSPDS, ISG	Validation of all Annual Regional Office Accomplishments with Reports Submitted to OD by end of December	25%
ISG	Information Systems Automation Developed/Enhanced and/or Implemented	25%
PSPDS	Annual Review and Enhancement of Description of Performance Indicators and PAPs by end of October	25%
TOTAL		100%

PMS – Program Monitoring Section

PSPDS – Policy Studies and Project Development Section

ISG – Information Services Group

1. Consolidated Monthly Accomplishment Report submitted to DENR on the 5th day of the following month

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Submitted Monthly Accomplishment Report (hard copy or e-copy) to DENR • Filled-up DATS • Reckoning date for ranking is the date of receipt of report by the OD
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Validation of all Annual Regional Office Accomplishments with Reports Submitted to OD by end of December

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Submitted Validation Report to OD for approval Proof of release of the Validation Report to ROs
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Information Systems Automation Developed/Enhanced and/or Implemented

Rate of Accomplishment	Percentage	Point System	Means of Verification (MOV)
More than 2 systems implemented	101%	12	<ul style="list-style-type: none"> Copy of Systems Owner Acceptance Systems Development/Enhancement Progress Report
2 systems implemented	100%	6	
1 system implemented	99%	5	
2 systems developed/enhanced	98%	4	
1 system developed/enhanced	97%	3	

4. Annual Review and Enhancement of Description of Performance Indicators and PAPs by end of October

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Updated Description of Performance Indicators and PAPs submitted to OD for approval Presented template during the Programming Workshop
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

MINERAL ECONOMICS INFORMATION AND PUBLICATION DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Ranking Indicator	Weight
Mineral Statistics Section	Quarterly Metallic Mineral Production Review posted in the MGB website 60 days after the quarter	35%
Mineral Economics Section	Quarterly Mining Industry Statistics Report consolidated, analyzed, and posted in the MGB website 90 days after the quarter	35%
IEC Section	Feature Articles prepared, edited, vetted, and posted in MGB website 10 days after every reference month	25%
TOTAL		100%

1. Quarterly Metallic Mineral Production Review posted in the MGB website 60 days after the quarter

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Posted in the website Quarterly Metallic Production Review as approved by the Director; • Filled-up DATS; • Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Quarterly Mining Industry Statistics Report consolidated, analyzed and posted in the MGB website 90 days after the quarter

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Posted in the website the Mining Industry Statistics as approved by the Director
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	

1 day before deadline	96%	7	<ul style="list-style-type: none"> • Filled-up DATS; • Reckoning date for ranking is the date of receipt by the OD.
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Feature Articles prepared, edited, vetted and posted in MGB website 10 days after every reference month.

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Posted in the website one feature article each month as approved by the Director • Filled-up DATS; • Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

LEGAL SERVICES DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Sections	Enrolled Indicators	Weight
Legal Review and Research Section	Contracts reviewed within fifteen (15) working days from receipt of Documents	25%
	Policy formulated with initial draft submitted to the PTWG thru the PTWG Secretariat for deliberation 15 days from receipt of instruction	25%
Investigation Section	Consolidated Regional Panel of Arbitrators Quarterly Accomplishment Report to be submitted within 15 working days after the end of every quarter to the Office of the Director (OD)	25%
	Confiscation Appeals decided/resolved within fifteen (15) working days from the date the case is submitted for decision/resolution with copy of the Draft Decision submitted to the Office of the Director (OD)	25%
TOTAL		100%

1. Contracts reviewed within fifteen (15) working days from receipt of documents

Submission	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the Reviewed Contract • Filled-up DATS/transmittal thru email • Reckoning date for ranking is the date of receipt of the reviewed Document by the Admin/BAC/Concerned Division
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
On deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

2. Policy formulated with initial draft submitted to the Policy Technical Working Group (PTWG) thru the PTWG Secretariat for deliberation 15 days from receipt of instruction

Submission	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the Minutes of Meeting with instruction • Copy of the Initial Draft of the Formulated Policy
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	

On deadline	95%	6	<ul style="list-style-type: none"> Filled-up DATS/ transmittal thru email to the PTWG Secretariat Reckoning date for ranking is the date of receipt of the Draft Policy by the PTWG Secretariat
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

3. Consolidated Regional Panel of Arbitrators Quarterly Accomplishment Report to be submitted within 15 working days after the end of every quarter to the Office of the Director (OD)

Submission	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Copy of the Quarterly Accomplishment Report Filled-up DATS/ transmittal thru email Reckoning date for ranking is the date of receipt of the Consolidated Quarterly Accomplishment Reports by the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
On deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

4. Confiscation Appeals decided/resolved within fifteen (15) working days from the date the case is submitted for decision/resolution with copy of the draft decision submitted to the Office of the Director (OD)

Submission	Percentage	Point System	Means of Verification
6 days or more or more before deadline	101%	12	<ul style="list-style-type: none"> Copy of Order that the case is submitted for Decision/Resolution Copy of Draft Decision/Resolution Filled-up DATS/ transmittal thru email Reckoning date for ranking is the date of receipt of the Draft Decision/Resolution by the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
On deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

METALLURGICAL TECHNOLOGY DIVISION

SUMMARY OF WEIGHTS PER INDICATOR

Sections	Enrolled Indicators	Weight
Mineral Processing R & D	Percentage (%) of Metallurgical Tests Conducted on All Research and Development Studies per Quarter	25%
Mineral Processing Services	Percentage (%) of samples acted upon by EO quarter from the samples submitted for metallurgical tests by the 15 th day before EO Quarter	10%
	Percentage (%) of samples acted upon by EO quarter from the samples submitted for fire assay by the 15 th day before EO Quarter	10%
	Conduct of MPP Audit and Submission of Report 15 days after fieldwork/virtual audit	5%
Chemical Laboratory Services	Percentage (%) of samples acted upon by EO quarter from the samples submitted for chemical analysis by the 15 th day before EO Quarter	25%
Mechanical –Electrical Services	Conduct of Scheduled Periodic Preventive Maintenance of Major METD Laboratory Equipment with quarterly consolidated reports submitted every 15 th day of the last month of the quarter	25%
TOTAL		100%

1. Percentage (%) of Metallurgical Tests Conducted on All Research and Development Studies per Quarter

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101 and above	12	<ul style="list-style-type: none"> • Copy of Accomplishment Report received by the PPIAD • Filled-up DATS
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

2. Percentage (%) of samples acted upon by EO quarter from the samples submitted for metallurgical tests by the 15th day before EO Quarter

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101	12	<ul style="list-style-type: none"> • Photocopies of logbook pages reflecting submission of samples for the quarter • Photocopies of Sample Trackers for the quarter • 12 points shall may be attained 100% of the submitted samples were acted upon 6 days before deadline
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

3. Percentage (%) of samples acted upon by EO quarter from the samples submitted for fire assay by the 15th day before EO Quarter

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101	12	<ul style="list-style-type: none"> • Photocopies of logbook pages reflecting submission of samples for the quarter • Photocopies of Sample Trackers for the quarter • 12 points shall may be attained if 100% of the submitted samples were acted upon 6 days before deadline
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

4. Percentage (%) of samples acted upon by EO quarter from the samples submitted for chemical analysis by the 15th day before EO Quarter

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101	12	<ul style="list-style-type: none"> • Photocopies of logbook pages reflecting submission of samples for the quarter • Photocopies of Job Order Route Slip for the quarter • 12 points shall may be attained if 100% of the submitted samples were acted upon 6 days before deadline
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

5. Conduct of MPP Audit and Submission of Report 15 days after fieldwork/virtual audit

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101	12	<ul style="list-style-type: none"> • CTC • Receipt of Report by OD • Minutes/highlights of Virtual Audit
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

6. Conduct of Scheduled Periodic Preventive Maintenance of Major METD Laboratory Equipment with quarterly consolidated reports submitted every 15th day of the last month of the quarter

Submission Date	Percentage	Point system	Means of Verification
6 days or more before deadline	101	12	<ul style="list-style-type: none"> • Schedule of periodic preventive maintenance • Consolidated Quarterly Maintenance Report • Individual Equipment Maintenance report • Date of receipt by PPIAD
5 days before deadline	100	11	
4 days before deadline	99	10	
3 days before deadline	98	9	
2 days before deadline	97	8	
1 days before deadline	96	7	
On deadline	95	6	
1 day after deadline	94	5	
2 days after deadline	93	4	
3 days after deadline	92	3	
4 days after deadline	91	2	
5 days or more after deadline	90	1	

LANDS GEOLOGICAL SURVEY DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Enrolled Indicator	Weight
Hydrogeology and Environmental Geology Section (HEGS)	Groundwater Resource and Vulnerability Assessment with Final Report and Groundwater Availability Maps	18%
Geological Laboratory Services Section (GLSS)	Provision of Geological Laboratory Services (requests acted upon EO quarter vs received requests)	18%
Lands Geological Information Management Section (LGIMS)	Provision of Lands Geological Information (requests acted upon EO quarter vs received requests)	10%
Geohazard and Engineering Geology Section (GhEGS)	Final Activity Report on the Conduct of IEC Campaign on Geohazards and VRA Maps	18%
General Geology Section (GGS)	Geological Quadrangle Technical Report and Lithologic Distribution Map	18%
Economic Geology Section (EGS)	Mineral Resource Validation Initial Field Report	18%
TOTAL		100%

1. HEGS: Groundwater Resource and Vulnerability Assessment with Final Report and Groundwater Availability Maps Endorsed to the OD for Release to Records Section (Deadline = 50 working days after the fieldwork)

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before the deadline	101%	12	<ul style="list-style-type: none"> • Final Report and Maps endorsed to the OD for release by Records Section to the target LGU via courier services • Filled-up DATS attached to receiving copy of Report and Maps furnished to the OD • Reckoning date for ranking is the date of receipt of the Final Report and Maps by the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

2. **GLSS: Percentage (%) of samples acted upon by EO quarter from the samples submitted for geological laboratory analysis by the 15th day before EO quarter**

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before the deadline	101%	12	<ul style="list-style-type: none"> Quarterly Monitoring Sheet received by the OD, including a job request summary based on the job request database and actual logbook entries 101% may be attained if all the samples were acted upon 6 days before the deadline
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

3. **LGIMS: Percentage (%) of requests acted upon by EO quarter from the requests received for the provision of lands geological information (maps, reports, data) by the 15th day before EO quarter**

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before the deadline	101%	12	<ul style="list-style-type: none"> Quarterly Monitoring Sheet received by the OD, including a client request summary based on the client request database and actual logbook entries 101% may be attained if all the requests were acted upon 6 days before the deadline
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

4. GhEGS: Final Activity Report on the Conduct of IEC Campaign on Geohazards and VRA Maps to LGUs Endorsed to the OD (Deadline=15 working days after the IEC per target area)

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before the deadline	101%	12	<ul style="list-style-type: none"> ● Final IEC Report submitted to OD including copies of: <ol style="list-style-type: none"> a. Final Report and Maps received by the LGU of the target area b. Accomplished Evaluation forms by on the IEC conducted c. Filled-up DATS attached to report furnished to OD ● Reckoning date for ranking is the date of endorsement of the IEC Activity Report to the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

5. GGS : Geological Quadrangle Technical Report and Lithologic Distribution Map Endorsed to the OD for the Technical Review Panel (Deadline = 60 working days after the fieldwork)

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before the deadline	101%	12	<ul style="list-style-type: none"> ● Technical Report and Maps received by the OD including: <ol style="list-style-type: none"> 1. Field data discussion 2. Lithostratigraphy 3. Geologic Structures 4. Lithologic Distribution Map ● Filled-up DATS attached to receiving copy of report and maps furnished to OD ● Reckoning date for ranking is the date of receipt of report and maps by the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

6. EGS: Mineral Resource Validation Initial Field Report Endorsed to the OD for Review by the Technical Committee on Mining Feasibility Studies (Deadline = 15 working days after the fieldwork)

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days before the deadline	101%	12	<ul style="list-style-type: none"> ● Initial Field Report with highlights endorsed to the OD for Review by the Technical Committee on Mining Feasibility Studies ● Initial Field Report includes: <ul style="list-style-type: none"> a. Activity Report b. Preliminary Technical Evaluation of Exploration Data c. Recommendations for FS Technical Committee ● Filled-up DATS attached to receiving copy of report furnished to OD ● Reckoning date for ranking is the date of receipt of Final Report with highlights by the OD
5 days before the deadline	100%	11	
4 days before the deadline	99%	10	
3 days before the deadline	98%	9	
2 days before the deadline	97%	8	
1 day before the deadline	96%	7	
on deadline	95%	6	
1 day after the deadline	94%	5	
2 days after the deadline	93%	4	
3 days after the deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

MINING TENEMENTS MANAGEMENT DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Sections	Enrolled Indicators	Weight
Mining Tenement Audit Section	Regional Monitoring System Audited as to Work Program with Audit Reports submitted within the Prescribed Deadline	25%
Mining Contract Evaluation Section	Evaluation Report on the Declaration of Mining Project Feasibility received and evaluated by the Division within the Prescribed Deadline	25%
Mining Permit Evaluation Section	Clearance Granted to Issue Exploration Permit (EP)/Returned EP Application to MGB RO concerned within the Prescribed Deadline	25%
Mining Rights Management Section	National Reports of Approved Mining Tenements Prepared/Updated/Posted on the Website within Prescribed Deadline	25%
TOTAL		100%

Note: With regard to the Mineral Land Survey Section, its activities are included within the indicator covered by the Mining Permit Evaluation Section.

1. Regional Monitoring System Audited as to Work Program with Audit Reports submitted within the Prescribed Deadline

Submission Date	Percentage	Points System	Means of Verification
6 days or more before deadline	101 % and above	12	<ul style="list-style-type: none"> • Copy of submitted Audit Report (hard copy) to the Office of the Director within fifteen (15) days from completion of the audit; • Filled-out DATS • Reckoning date for ranking is the date of receipt of the Report by the Office of the Director
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Evaluation Report on the Declaration of Mining Project Feasibility received and evaluated by the Division within the Prescribed Deadline

Submission Date	Percentage	Point System	Means of Verification
3 days or more before deadline	101% and above	12	<ul style="list-style-type: none"> • Copy of Memorandum to MGB RO concerned / Letter to Proponent, forwarded to the Office of the Director within seven (7) days from receipt by the Division; • Filled-out DATS • Reckoning date for ranking is the date of receipt of the Memorandum by the Office of the Director
2 days before deadline	99%	10	
1 day before deadline	97%	8	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Clearance Granted to Issue Exploration Permit (EP)/Returned EP Application to MGB RO concerned within the Prescribed Deadline

Submission Date	Percentage	Point System	Means of Verification
3 days or more before deadline	101% and above	12	<ul style="list-style-type: none"> • Copy of Memorandum to MGB RO concerned granting Clearance to issue EP/returning EP application, forwarded to the Office of the Director within seven (7) days from receipt by the Division; • Filled-out DATS • Reckoning date for ranking is the date of receipt of the Memorandum by the Office of the Director
2 days before deadline	99%	10	
1 day before deadline	97%	8	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. National Reports of Approved Mining Tenements Prepared/Updated/Posted on the Website within Prescribed Deadline

Submission Date	Percentage	Points System	Means of Verification
6 days or more before deadline	101 % and above	12	<ul style="list-style-type: none"> • Copy of prepared/updated/posted National Reports (hard copy) submitted to the Office of the Director every 25th of the month; • Filled-out DATS • Reckoning date for ranking is the date of receipt of the Report by the Office of the Director
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	

2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Sections	Enrolled Indicators	Weight
MSHS SDS MEAS MRS MEMS	Regional Monitoring System and Mining Rights Audited as to Safety and Health, Environment and Social Programs with Reports submitted to Office of the Director (OD) within 15 days after the Virtual Audit	25%
MRS	Final Mine Rehabilitation and/or Decommissioning Plan (FMR/DP) Implementation Audit Report endorsed to Contingent Liability and Rehabilitation Fund Steering Committee (CLRFSC) for signature within 15 days after the Virtual Audit	25%
MEMS	Evaluation Report of the Proposed EPEP and FMR/DP submitted to CLRFSC seven (7) days upon receipt by the Mine Environmental Management Section – (MSESDD)	20%
MEAS	Environmental Work Programs (EWPs) Evaluated and Endorsed with Reports Submitted to Mining Tenements Management Division (MTMD) within the prescribed period (5 days upon receipt by the Mine Environmental Audit Section)	15%
MSHS SDS MEAS MRS MEMS	Consolidated SHES Database - SHP; EPEP/FMR/DP; and SDMP (quarterly) and MWTF and MFP/NGP (every 2 nd and 4 th quarter) submitted to the Office of the Director 15 days after each quarter	15%
TOTAL		100

MSHS – Mine Safety and Health Section
 SDS – Social Development Section
 MEAS – Mine Environmental Audit Section
 MRS – Mine Rehabilitation Section
 MEMS – Mine Environmental Management Section

1. **Regional Monitoring System and Mining Rights Audited as to Safety and Health, Environment and Social Programs with Reports submitted to Office of the Director (OD) within 15 days after the Virtual Audit**

Submission Date	Percentage	Points System	Means of Verification
6 days or more before deadline	101 % and above	12	- Copy of Submitted Reports (hard copy) to the Office of the Director - Filled-up DATS - Ranking is the percentage of submission on the deadline Note: Only for Virtual Audit
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. **Environmental Work Programs (EWPs) Evaluated and Endorsed with Reports Submitted to Mining Tenements Management Division (MTMD) within the prescribed period (5 days upon receipt by the Mine Environmental Audit Section)**

Submission Date	Percentage	Point System	Means of Verification
3 days or more before deadline	101% and above	12	<ul style="list-style-type: none"> • Copy of submitted evaluation reports (hard/soft copy) of the EWP to the MTMD • Filled-out DATS • Ranking is the percentage of submission on the deadline
2 days before deadline	99%	10	
1 day before deadline	97%	8	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Final Mine Rehabilitation and/or Decommissioning Plan (FMR/DP) Implementation Audit Report endorsed to Contingent Liability and Rehabilitation Fund Steering Committee (CLRFSC) for signature within 15 days after the Virtual Audit

Submission Date	Percentage	Points System	Means of Verification
6 days or more before deadline	101 % and above	12	- Copy of Submitted Reports (hard copy) to the CLRFSC Chair - Filled-up DATS - Ranking is the percentage of submission on the deadline Note: Only for Virtual Audit
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. Evaluation Report of the Proposed EPEP and FMR/DP submitted to CLRFSC seven (7) days upon receipt by the Mine Environmental Management Section

Submission Date	Percentage	Points System	Means of Verification
3 days or more before deadline	101 % and above	12	- Copy of Evaluation Report using Procedural Checklist Form (hard copy) and submitted to the CLRFSC - Filled-up DATS - Ranking is the percentage of submission on the deadline
2 days before deadline	99%	10	
1 day before deadline	97%	8	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after the deadline	91%	2	
5 days or more after the deadline	90%	1	

5. Consolidated SHES Database - SHP; EPEP/FMR/DP; and SDMP (quarterly) and MWTF and MFP/NGP (every 2nd and 4th quarter) submitted to the Office of the Director 15 days after each quarter

Submission Date	Percentage	Points System	Means of Verification
6 days or more before deadline	101 % and above	12	- Submitted Consolidated SHES database Report to the Office of the Director (OD). - Filled-up DATS - Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

MINING TECHNOLOGY DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Enrolled Indicator	Weight
SSMDS	Minahang Bayan (MB) Proposal Endorsed by MGB ROs for Initial Review Clearance that were evaluated with corresponding Report of Evaluation submitted to OAD/OD with 5.5 days from receipts from OD respectively	20%
	Minahang Bayan (MB) Proposal Endorsed by MGB ROs for Final Review Clearance that were evaluated with corresponding Report of Evaluation submitted to OAD/OD 16 days from receipts from OD respectively	20%
MEES	Investigation Conducted of Alleged Illegal Mining Activity with Report submitted to OAD/OD with 16 days from receipt of instruction from OD	20%
MRIS	Annual Evaluation Report on Philippine Mineral Resources and Reserves based on Annual submission of Mining Companies submitted to OAD/OD until December 15, 2020	20%
MTDS	Research Study through Literature Review with Report submitted to OAD/OD within 15 days from MGB RO's completed submission of inputs/data per instruction from OD	20%
TOTAL		100%

1. Minahang Bayan (MB) Proposal Endorsed by MGBROs for Initial and Final Review Clearance that were evaluated with corresponding Report of Evaluation.

• Evaluation for Initial Review Clearance

Submission Date	Percentage	Point System	Means of Verification (MOV)
3 days or more before deadline	101%	12	1) MB proposal received from OD evaluated for Initial Review and submitted with Report of Evaluation to OAD/OD within five (5) and a half (0.5) days 2) Evaluation Report received by the OAD/OD 3) Filled-out DATS 4) Area Status and DATS from MTMD Note: The processing time only applies to activities within the control of MTD. Reckoning date for ranking is the date of receipt by the OD. MB Initial Review Clearance Process requires Area Status Request from MTMD.
2 days before deadline	99%	10	
1 day before deadline	97%	8	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

- Evaluation for Final Review Clearance

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	1) MB proposal received from OD evaluated for final review and submitted with Report of Evaluation within 16 days to OAD/OD. 2) Evaluation Report received by the OAD/OD 3) Filled out DATS Note: The processing time only applies to activities within the control of MTD Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Investigation Conducted of Alleged Illegal Mining Activity

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	1) Report submitted to OAD/OD within 16 days from receipt of instruction for conduct of investigation from OD 2) Filled out DATS 3) Documents receive from OD with instruction to conduct investigation. 4) Travel authority 5) Investigation Report submitted to OAD/OD Note: The processing time only applies to activities within the control of MTD Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 before deadline day	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Research Study through Literature Review on Tailings Storage Facility

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	1) Research Study Report submitted to OAD/OD within 15 days from MGB RO's submission of inputs/data. Cut-off is 30 days from instruction of OD to ROs 2) Filled-up DATS Note: Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. Annual Evaluation Report on Philippine Mineral Resources and Reserves based on Annual submission of Mining Companies

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	1) Annual Evaluation Report on Philippine Mineral Resources and Reserves submitted to OAD/OD on December 15, 2020 2) Filled-up DATS Note: For all Mineral Resources and Reserves Report by Mining Companies received on or before December 1, 2020. Reckoning date for ranking is the date of receipt by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

MARINE GEOLOGICAL SURVEY DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Enrolled Indicator	Weight
Coastal and Offshore Geological Survey Section	Coastal Vulnerability Assessment Report to be submitted 15 working days upon arrival from fieldwork	20%
Marine Mineral Exploration Section	Initial Reports on the Geologic Studies and Mineral Exploration of Philippine Rise and/or of Celebes Sea submitted within 20 working days upon arrival from each exploration or fieldwork	20%
Marine Geological Information Management Section	Maps for the Coastal Vulnerability Assessment Report to be submitted 15 working days after each visit/fieldwork and maps for the Initial Reports under the "Geologic Studies and Mineral Exploration of Philippine Rise and Celebes Sea Project" to be submitted 15 working days after each fieldwork. (Note: 15 working days will include maps digitization and interpretation)	20%
Marine Technical Services Section	RPS Explorer Supervision and Assessment (Fieldwork) Report submitted 15 working days upon arrival from the assessment and supervision fieldwork in the RPS Explorer	20%
Marine Technical Services Section	Maintenance Report of the RPS Explorer Including report of Manning Agency to be submitted on 28 th day of the current month	20%
TOTAL		100%

1. Coastal Vulnerability Assessment Report to be submitted 15 working days upon arrival from fieldwork

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the Coastal Vulnerability Assessment Report received by the OD; • Filled-up DATS; • Reckoning date for ranking is the date of receipt of Coastal Vulnerability Assessment Report by the OD. The report shall include tabulated results of the assessed barangays <p>Note: 15 working days exclusive of the results of laboratory analyses of the collected samples</p>
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Initial Reports on the Geologic Studies and Mineral Exploration of Philippine Rise and/or of Celebes Sea submitted within 20 working days upon arrival from each exploration or fieldwork

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the Initial Reports received by the OD. • Filled-up DATS • Reckoning of date for ranking is the date of receipt of the Progress Reports by the OD. • Each Initial Report shall consist of the following: <ul style="list-style-type: none"> – Methodologies – Map showing the Actual Tracklines – Sample Location Map – 2D/3D Sea-Bottom Topographic Map generated from the survey – Initial Interpretation of selected seismic profile <p>Note: 20 working days after fieldwork is allotted to accommodate processing and interpretation of selected geophysical data but does not include the results of laboratory analyses of collected samples.</p>
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Maps for the Coastal Vulnerability Assessment Report to be submitted 15 working days after each visit/fieldwork and maps for the Initial Reports under the “Geologic Studies and Mineral Exploration of Philippine Rise and Celebes Sea Project” to be submitted 15 working days after each fieldwork. (Note: 15 working days will include maps digitization and interpretation)

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Copies of the maps produced and submitted to OD; Copies of the maps incorporated to the Coastal Vulnerability Assessment Reports and to the Progress Report of the Geologic Studies and Mineral Exploration of PR and CS. Filled-up DATS; Reckoning date for ranking is the date of receipt of Maps by the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. RPS Explorer Supervision and Assessment (Fieldwork) Report submitted 15 working days upon arrival from the assessment and supervision fieldwork in the RPS Explorer –

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Copy of the Supervision and Assessment Report of the RPS Explorer received by the OD; Filled-up DATS; Reckoning date for ranking is the date of receipt of Supervision and Assessment of the RPS Explorer Report to the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

5. Maintenance Report of the RPS Explorer Including report of Manning Agency to be submitted on 28th day of the current month

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the Supervision and Assessment Report of the RPS Explorer received by the OD; • Filled-up DATS; • Reckoning date for ranking is the date of receipt of Supervision and Assessment of the RPS Explorer Report to the OD.
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
on deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

ADMINISTRATIVE DIVISION

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Section	Enrolled Indicator	Weight
Property Management Section	Inventory - Semestral Submission of Inventory of Supplies to Commission on Audit (COA) every January 31 and July 31	10%
Property Management Section	Procurement – Submission of Approved Annual Procurement Plan Common Supplies and Equipment (APP-CSE) to Department of Budget and Management-Procurement Service (DBM-PS) and posting in the Transparency Seal of MGB every December 15 of the year	10%
Cashiering Section	Disbursement – Report of Advice to Debit Account Issued (RADAI) is the supporting document of MFD FAR 4- Summary Report of Disbursement, to be submitted on the 20 th day of the month and 10 th day of the following month	10%
Cashiering Section	Collection – Report of Deposited Collection (RDC) is the supporting document of FMD FAR No. 5- Quarterly Report on Revenue & Other Receipts & Monthly Report of Collections, to be submitted on the 20 th day of the month & 10 th day of the following month	10%
Human Resources Management Section	Appointment - Submission of Appointment Paper and HRMPSB reports/documents to the Appointing Authority 4 working days after receipt of the instruction of the appointing authority	10%
Human Resources Management Section	Training – Submission of Competency Based Assessment Report on End of October and HRD Plan to the Office of the Director every end of October of the year for implementation on the succeeding year	10%
General Services Section	Motor Vehicle Operation and Maintenance – Vehicles insured before expiry date in GSIS and registered based on prescribed week and month by LTO	10%
General Services Section	Safety and Housekeeping – Conduct of monthly maintenance of Fire Extinguisher with quarterly consolidated reports submitted every 15 th day of the last month of the quarter	10%
Records Management Section	Report - Annual Submission of Freedom of Information (FOI) Reports to the Presidential Communications Operations Office (PCOO) every end of January	10%
Records Management Section	Receiving and Releasing of urgent documents (investigation reports, follow-up letters, requests, applications, inquiries, seminars, notice of meeting) – Receive and release urgent documents to the Office of the Director and to other government agencies/mining companies within 4 hours of receipt	10%
TOTAL		100%

1. Inventory - Semestral Submission of Inventory of Supplies to Commission on Audit (COA) every January 31 and July 31

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Submitted Inventory Report Receiving copy with COA stamped
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (Jan 31 & Jul 31)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Procurement – Submission of Approved Annual Procurement Plan Common Supplies and Equipment (APP-CSE) to Department of Budget and Management-Procurement Service (DBM-PS) and posting in the Transparency Seal of MGB every December 15 of the year

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Copy of the approved APP Non-CSE Receiving copy with DBM-PS stamped Screenshot of posted APP Non-CSE in the MGB Transparency Seal
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (December 15)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Disbursement – Report of Advice to Debit Account Issued (RADAI) is the supporting document of MFD FAR 4- Summary Report of Disbursement, to be submitted on the 20th day of the month and 10th day of the following month

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the RADAI • Receiving copy with FMD Stamp
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (20 th day of Mo & 10 th day of following Mo)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

4. Collection – Report of Deposited Collection (RDC) is the supporting document of FMD FAR No. 5- Quarterly Report on Revenue & Other Receipts & Monthly Report of Collections, to be submitted on the 20th day of the month & 10th day of the following month

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Copy of the RDC • Receiving copy with FMD Stamp
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day or more before deadline	96%	7	
On deadline (20 th day of Mo & 10 th day of following Mo)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

5. Appointment - Submission of Appointment Paper and HRMPSB reports/documents to the Appointing Authority 4 working days after receipt of the instruction of the appointing authority

Submission Date	Percentage	Point System	Means of Verification
3 days before deadline	101%	12	<ul style="list-style-type: none"> Filled-up DATS showing the date the appointment paper and other supporting documents forwarded to the OAD/OD and the date when the Memorandum with instruction from the appointing authority was received by the HRMS
2 days before deadline	99%	10	
1 day before deadline	97%	8	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

6. Training – Submission of Competency Based Assessment Report on End of October and HRD Plan to the Office of the Director every end of October of the year for implementation on the succeeding year

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Copy of the CBA Report and HRD Plan received by the OD Filled-up DATS Reckoning date for ranking is the date of receipt of both documents by the OD
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (EO October)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

7. Motor Vehicle Operation and Maintenance – Vehicles insured before expiry date in GSIS and registered based on prescribed week and month by LTO

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Receiving copy of DV for insurance of vehicle with GSIS stamp Receiving copy of DV for registration of vehicle with LTO stamp
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (based on prescribed week and month)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

8. Safety and Housekeeping – Conduct of monthly maintenance of Fire Extinguisher with quarterly consolidated reports submitted every 15th day of the last month of the quarter

Submission Date	Percentage	Point System	Means of Verification (MOV)
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Monthly Maintenance Report Consolidated Quarterly Maintenance Report Date of receipt by PPIAD
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (15 th day of the last month of the quarter)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

9. Report - Annual Submission of Freedom of Information (FOI) Reports to the Presidential Communications Operations Office (PCOO) every end of January

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> FOI Reports (hard copy) Screenshot of email to PCOO-FOI Screenshot of email acknowledgement from PCOO-FOI
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline (EO January)	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

10. Receiving and Releasing of urgent documents (investigation reports, follow-up letters, requests, applications, inquiries, seminars, notice of meeting) – Receive and release urgent documents to the Office of the Director and to other government agencies/mining companies within 4 hours of receipt

Submission Date	Percentage	Point System	Means of Verification
Upon receipt of the document	101%	12	<ul style="list-style-type: none"> RMS Stamp appearing on the document DATS Logbook
15 min of receipt of document	100%	11	
30 min of receipt of document	99%	10	
1 hour of receipt of document	98%	9	
2 hours of receipt of document	97%	8	
3 hours of receipt of document	96%	7	
4 hours of receipt of document	95%	6	
5 hours of receipt of document	94%	5	
6 hours of receipt of document	93%	4	
7 hours of receipt of document	92%	3	
1 day of receipt of document	91%	2	
2 days of receipt of document	90%	1	

FINANCIAL MANAGEMENT DIVISION

SUMMARY OF WEIGHTS PER INDICATOR

Section	Enrolled Indicator	Weight
Accounting Section	Monitored Report on Aging of Cash Advances with 100% liquidation within the prescribed period submitted to Commission on audit, thirty (30) days after the end of each quarter.	30%
Accounting Section	Monitored Inter-Agency Transfer Fund to PS DBM with 100% reconciled transfer fund submitted to Commission on audit, within thirty (30) days after the end of the year.	30%
Budget Section	Endorsed Financial Request for approval of Department of Budget and Management forwarded to DENR within the set deadline.	40%
TOTAL		100%

- 1. Monitored Report on Aging of Cash Advances with 100% liquidation of cash advances within the prescribed period submitted to Commission on Audit, thirty (30) days after the end of each quarter**

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> • Report on Aging of Cash Advances • Transmittal Letter stamped received by COA and or acknowledged email • Memo/Demand Letter received by Accountable Officer
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

2. Monitored Inter-Agency Transfer Fund to PS DBM with 100% reconciled transfer fund submitted to Commission on Audit within thirty (30) days after the end of the year.

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Reconciliation Statement Status of Fund Transfer to Other Government/Implementing Agencies Transmittal Letter stamped received by COA and or acknowledged email Transmittal Letter received by PS DBM
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

3. Endorsed Financial Request for approval of Department of Budget and Management forwarded to DENR within prescribed deadline per DBM Circular.

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101%	12	<ul style="list-style-type: none"> Memorandum Endorsement received by DENR within the prescribed deadline Endorsement Letter received by DBM Scanned copy emailed to DBM
5 days before deadline	100%	11	
4 days before deadline	99%	10	
3 days before deadline	98%	9	
2 days before deadline	97%	8	
1 day before deadline	96%	7	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days or more after deadline	90%	1	

OFFICE OF THE DIRECTOR AND THE ASSISTANT DIRECTOR

SUMMARY OF WEIGHTS PER RANKING INDICATOR

Enrolled Indicators	Weight
Incoming documents for instruction and/or consideration/approval within three (3) working days from receipt of the document	30%
Policy approved or endorsed to Office of the Secretary, if applicable, within three (3) working days from receipt of final draft	20%
Percentage (%) of Agency's accomplished target as per Programs, Activities and Projects (PAPs) under Operations	50%
TOTAL	100%

1. Incoming documents for instruction and/or consideration/approval within three (3) working days from receipt of the document

Submission Date	Percentage	Point System	Means of Verification
2 days before deadline	101%	12	<ul style="list-style-type: none"> • DATS with instruction • OAD/OD Receiving Logbook • OD Releasing Logbook • Copy of the Document/s Released to Divisions
1 day before deadline	98%	9	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days after deadline	90%	1	

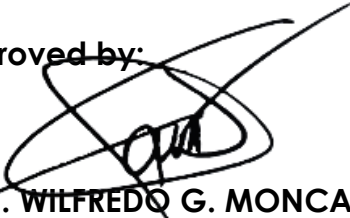
2. Policy approved or endorsed to Office of the Secretary, if applicable, within three (3) working days from receipt of final draft

Submission Date	Percentage	Point System	Means of Verification
2 days before deadline	101%	12	<ul style="list-style-type: none"> • DATS with instruction • OAD/OD Receiving Logbook • OD Releasing Logbook • Copy of the Policy and Endorsement, if applicable
1 day before deadline	98%	9	
On deadline	95%	6	
1 day after deadline	94%	5	
2 days after deadline	93%	4	
3 days after deadline	92%	3	
4 days after deadline	91%	2	
5 days after deadline	90%	1	

3. Percentage (%) of Agency's accomplished target as per Programs, Activities and Projects (PAPs) under Operations

Submission Date	Percentage	Point System	Means of Verification
6 days or more before deadline	101 and Above	12	<ul style="list-style-type: none"> Agency's Accomplishment Report
5 days before deadline	100	11	
4 days before deadline	98	10	
3 days before deadline	96	9	
2 days before deadline	94	8	
1 days before deadline	92	7	
On deadline	90	6	
1 day after deadline	89	5	
2 days after deadline	88	4	
3 days after deadline	87	3	
4 days after deadline	86	2	
5 days after deadline	85	1	

Approved by:



ATTY. WILFREDO G. MONCANO
Acting Director