


**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)***

Department/Agency: PHILIPPINE CHILDREN'S MEDICAL CENTER

In consonance to the Executive Order (EO) No. 80 and EO No. 201, the Performance Management Team (PMT) with the approval of the Executive Director implements the following system of Ranking of Delivery Units in this Medical Center:

1. PCMC is divided into twelve (12) Delivery Units (copy of list attached). Eleven (11) units are based on Department level in the Organizational Structure and one (1) unit grouped as an Office based on the current organization;
2. The twelve (12) Delivery Units shall submit the targets of their Office through the use of the Office Performance Commitment and Review Form (OPCR)/Division Performance Commitment and Review Form (DPCR)) to the Performance Management Team (PMT) for review and subsequent approval of the Executive Director;
3. The approved Office Targets will be returned to the respective Delivery Units to indicate their Office/Division accomplishments. The Executive Director rates the performance of Delivery Units base on their performance to determine the best, better and good units;
4. Accordingly, employees under each Delivery Unit submit their individual Performance Commitment and Review Form (IPCR) targets and accomplishments based on the target and accomplishment of their Office;
5. Performance Based Bonus (PBB) is granted to individual employees based on their delivery units' rank as to best, better, good.


MARY GRACE E. MORALES, MPA
OIC, Human Resource Mgt. Division
Date: September 30, 2019


JULIUS A. LECCIONES, M.D., PHD, DPA, CESO III
Executive Director
Date: September 30, 2019

* Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2019.

PCMC Delivery Units

- 1. Office of the Executive Director**
 - a. Director's Office
 - b. Internal Audit Services Division
 - c. Human Resource Management Division
 - d. General Services Division
 - e. All Deputies and their Administrative Assistant

- 2. Management Services Department**
 - a. Corporate Planning Division
 - b. Management Information System Division

- 3. Medical Services Department**
 - a. Child Neuroscience Division
 - b. Cancer and Hematology Division
 - c. Neonatology Division
 - d. Adolescent Medicine Division
 - e. Pediatric Critical Care Division
 - f. Medical Internal Systems Specialties Division
 - g. General Pediatric Services Division

- 4. Surgical Services Department**
 - a. Pediatric Surgery Division
 - b. Pediatric Anesthesia Division
 - c. Perinatology Division
 - d. Pediatric Dentistry Division

- 5. Allied Medical Department**
 - a. Pathology Division
 - b. Radiology Division
 - c. Rehabilitation Division

- 6. General Nursing Department**

- 7. Critical and Special Care Department**

- 8. Clinical Research Department**
 - a. Medical Records and Library Division
 - b. Clinical Trial and Research Division



9. Education and Training Department

- a. Medical Education and Training Division
- b. Nursing Education and Training Division
- c. Personnel Development Division

10. Finance Services Department

- a. Accounting Division
- b. Budget Division
- c. Treasury Division
- d. Billing and Claims Division

11. Administrative Services Department

- a. Procurement Division
- b. Materials Management Division

12. Ancillary Services Department

- a. Nutrition and Dietetics Division
- b. Patient's Assistance and Support Services Division

