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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

ACKNOWLEDGEMENT RECEIPT

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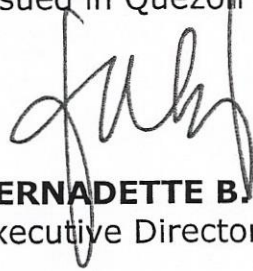
SPECIAL ORDER
No. **1711-177**
Series of 2017

SUBJECT: Designation of Officer in Charge

This is to confirm the designation of Ms. **Gina C. Escalante**, Social Welfare Officer V, to be the **Officer In-Charge of ICAB on November 28 to 29, 2017** while undersigned is attending CY 2017 Year-End National Management Development Conference (NMDC) in Davao City. All matters pertaining to administrative and financial services requiring immediate attention/action shall be referred to the Officer-in-Charge for their prompt disposition.

This order shall automatically be revoked upon the return of the Executive Director.

Issued in Quezon City, this 27th day of November, 2017.



BERNADETTE B. ABEJO
Executive Director

INTERCOUNTRY ADOPTION BOARD
Certified True Copy
SHERWIN F. PEREZ
Administrative Officer V

SPECIAL ORDER
No. 4156
Series of 2017

SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 3958 S. 2017

DSWD Special Order No. 3958 series of 2017 is hereby amended so as to include the following officials to attend the **CY 2017 Year-End National Management Development Conference (NMDC) on 27 November to 01 December 2017, inclusive of travel time, in Davao, Region XI:**

I. Attached Agencies

NAME	OFFICE
Attorney Tricia Clare Oco	JJWC
Attorney Bernadette B. Abejo	ICAB
Executive Director Mary Mitzi Cajayon-Uy	CWC
Executive Director Carmen R. Zubiaga	NCDA

II. Field Office

NAME	OFFICE
Assistant Regional Director Floreceli G. Gunio (Replacement of Regional Director Wilma Naviamos)	Region IV- MiMaRoPa
Assistant Regional Director for Administration Nerisa T. Murih (Replacement of Regional Director Mita Chuchi G. Lim)	Region CARAGA

III. Management Committee

NAME	OFFICE
Mr. Juancho Karlo C. Ilao Deputy Program Manager for Planning and Finance (Replacement of Mr. Edmon Monteverde)	SLP

Issued this 25 day of November 2017 in Quezon City.

Emmanuel A. Leyco

EMMANUEL A. LEYCO
ON-BOARD SECRETARY
INTERCOUNTRY ADOPTION BOARD
Certified True Copy

Certified True Copy

M. H. Perez
11.24.17

MARIE H. PEREZ

SHERWIN F. PEREZ
Administrative Officer V

ANNEX 4

FORM 1.0

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: **INTERCOUNTRY ADOPTION BOARD**

1.0. Summary of information Required
1.1. Total No. of Bureau/Offices/Attached Agencies/Delivery Units : <u>FOUR (4)</u>
1.2. Total No. of Bureau/Attached Agencies/Delivery Units that achieved their performance targets: <u>FOUR (4)</u>
1.3. Total No. of Filled Positions as of November 30, 2016: <u>31</u>
1.4. Total No. of Officials and Employees Entitled to PBB : <u>31</u>
1.5. Total Amount Required for Payment of PBB: <u>PHP 483,511.00</u>

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: **INTERCOUNTRY ADOPTION BOARD**

Details for Head of Agency			
Name	Salary Grade	Months in Service in 2016	Amount of PBB
BERNADETTE B. ABEJO	SG 28-S4	1 YEAR	48,175.80

RANKING	Names of Bureau/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of Targets	List of Employees			
			Name of Employee	Salary Grade	Months in Service in 2016	Amount of PBB
2.1. BEST (10%)	Delivery Unit 1 PLANNING AND DEVELOPMENT AND POST ADOPTION SERVICES UNIT		1. MARIVIR T. TUNGOL	SG 18	1 yr	23,267
			2. LYRA GAY VILLAMARIN	SG 15	1 yr	17,025
			TOTAL BEST	2		40,292
2.2. BETTER (25%)	Delivery Unit 2 FINANCE UNIT		1. JAYBIE I. CABRERA	SG 19	10 MONTHS	20,935
			2. ANGELITA GUERINIA	SG 18	1 YR	20,582
			3. HERMAN MANGABAT	SG 18	1 YR	20,582
			4. MARY GRACE SANTOS	SG 9	6 MONTHS	6,646
			5. ARGIN GALANG	SG 9	5MONTHS	5,697
			6. LEODELL LIGON	SG 10	1 YR	10,195
						TOTAL BETTER

RANKING	Names of Bureau/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of Targets	List of Employees			
			Name of Employee	Salary Grade	Months in Service in 2016	Amount of PBB
2.3. GOOD (65%)	Delivery Unit 3 OPERATIONS UNIT		1. IMELDA RONDA	SG 18	1 YR	17,108
			2. GINA ESCALANTE	SG 24	1 YR	29,007
			3. IRENE FAGAYAN	SG 15	1 YR	13,245
			4. DANILO GATMAITAN	SG 18	1 YR	17,498
			5. JNENIFER MA. ABENIDO	SG 22	1 YR	24,313
			6. AMELIA PALPAG	SG 15	1 YR	13,245
			7. RIZA MAE JOY MAGDALERA	SG 15	1YR	13,245
			8. ROSA MARIE TEJONES	SG 15	1 YR	13,245
			9. KATHERINE DELA CRUZ	SG 15	1 YR	13,245
			10. RUTCHEL POCDIHON	SG 18	1 YR	16,916
			11. SARAH JANE BALLA	SG 15	10 MONTHS	13,096
			12. MYREL ANNE LEIDO	SG 15	1 YR	13,245
			13. CHRISTIAN ALETA	SG 4	1 YR	5,884
			14. IVY YBANEZ	SG 15	1 YR	13,096
			15. CHERRYL DEL MUNDO	SG 15	1 YR	13,245
			16. HAZEL DIZON	SG 15	1 YR	13,245
			17. RODALYN DUGONG	SG 13	6 MONTHS	7,815
	Delivery Unit 4 ADMINISTRATIVE UNIT		1. JANET SANTOS	SG 18	1 YR	17,898
			2. SHERWIN PEREZ	SG 18	1 YR	16,726
3. GINA EBALAN			SG10	9 MONTH	8,865	
4. MA-AN GAOAT			SG 6	9 MONTHS	6,689	
5. EPHRAIM TORRES			SG 11	1 YR	9,539	
			TOTAL GOOD	22	310,406	
2.4. Did not meet targets (No PBB)	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL POOR			

2.5. Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL			
2.6. Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL			
2.7. Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
			TOTAL			
			GRNAD TOTAL			Php 483,511

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT F PERFROMANCE-BASED BONUS (PBB) FY 2016

<i>(Agency should provide the guidelines and process in determining an evaluating the performance ranking and rating of office/delivery units within the department/agency)</i>
1. Administrative Order No. 1692-004 series of 2016 ICAB Criteria and Ranking System in the Grant of Performance Based Bonus (PBB) CY 2016
2. Special Order No. 1603-047 Series of 2016 ICAB Guidelines on Ranking ICAB Units and Officials/Officers/Individuals for the Grant of FY 2015 PBB
3. Special Order No. 1512-210 series of 2015 ICAB Standard Guidelines in Crafting and Measure Rating of Individual Performance Contract Review


MARIVIR T. TUNGOL
PDO III/PMT/PBB Focal


ANGELITA N. GUERINIA
AO V-Budget/
PMT Member


JANET T. SANTOS
AO V-Records
PMT Member


SHERWIN F. PEREZ
AO V-ADMIN-HR
PMT Member


BERNADETTE B. ABEJO
Executive Director – ICAB
Head of Agency

Agency : INTERCOUNTRY ADOPTION BOARD

Summary of Information Required

Total No. of Delivery Units : FOUR (4)
 Total No. of Delivery Units that achieved their performance targets : FOUR (4)
 No. of Delivery Units by Performance Ranking:
 Best DUs (10%) = 1
 Better DUs (25%) = 1
 Good DUs (65%) = 2
 Total No. of Filled Positions as of December 31, 2016 : 31
 Total No. of Officials and Employees Entitled to PBB : 31
 Total Amount Required for Payment of PBB : 483,511

Ranking	No. of DU	Name of Delivery Unit	No. of Officials and Employees Entitled to PBB	Total Requirement
BEST	1	PROJECT DEVELOPMENT AND POST	2	40,292
	2			
	3			
Sub-Total			2	40,292

BETTER	1	FINANCE UNIT	6	84,637
	2			
	3			
	4			
	5			
	6			
	7			
	8			
Sub-Total			6	84,637

GOOD	1	OPERATIONS UNIT	17	250,689
	2	ADMINISTRATIVE UNIT	5	59,717
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
Sub-Total			30	310,406

Agency Head	ATTY. BERNADETTE B. ABEJO	Executive Director/SG 28 S4	48,176
	(name of Incumbent)	(Position Title & Salary Grade)	(Rate of PBB)*

Grand Total		31	483,511
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* entitled to a pro-rated share of the PBB