

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)*

Department/Agency Lung Center of the Philippines (LCP)

(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)

A. Basis for the Determination of the Delivery Units

The determination of the delivery units of the LCP offices is based on similarity and interrelatedness of functions. There are 26 Delivery Units (1-26) and 66 offices (1-66) identified (attachment "A").

B. Listing of the Delivery Units from the Highest to the Lowest

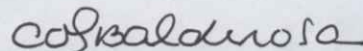
The average rating of each delivery unit is computed, then listed down from No. 1 (highest) to No. 26 (lowest) by the Planning Committee.

C. Finalization of the Ranking List and Its Approval

The ranking list is finalized by the Planning Committee and submitted to the Chairman of the Performance Management Team (PMT) for deliberation and concurrence. The finalized ranking list is forwarded to the Executive Director for approval. The approved ranking list becomes now the final Ranking of the LCP Delivery Units for submission to the Department of Budget and Management.

D. Cascading


The finalized and approved Ranking List of LCP Delivery Units shall be disseminated to all sixty-six (66) offices. The respective Heads of offices shall cascade this to the employees under them.



MS. CONSOLACION M. BALDEROSA

Division Chief
Personnel Division

September 17, 2018



VINCENT M. BALANAG, JR., MD

Executive Director
Lung Center of the Philippines, (LCP)

September 17, 2018

* Department/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, 2018.

ATTACHMENT "A"

2018 LCP DELIVERY UNITS AND THE CORRESPONDING OFFICES

1. Office of the Executive Director

1. PETS
2. I.E.R.B
3. ALDC
4. Support Staff

2. Executive Offices

5. ODDHSS
6. ODDMS
7. OAAD
8. Employees' Clinic
9. ONSD

3. Pulmonary Medicine Department

10. Pulmonary Medical Office

- a.) Oncology Unit
- b.) Bronchoscopy Unit
- c.) Infectious Unit
- d.) Sleep Lab. Unit

11. MICU
12. RICU
13. STU
14. SPTR
15. SRS

4. Thoracic Surgery Dept.

16. Thoracic Surgery Office
17. OR

5. Anesthesia Section

18. Anesthesia Office
19. PACU / SICU

6. Out-Patient Department

20. OPD Office
 - a.) OPD Medical Staff
 - b.) Smoking Cessation
 - c.) Executive Check Up
 - d.) HFAO

21. OPD Nursing Staff
22. ER Nursing Staff

7. Pathology Department

23. Main Pathology
24. Stem Cell
25. NRL

8. Radiology Department

26. Radiology Section
27. Radiotherapy Section

9. R & D

28. R&D Office
29. Medical Library

10. PHDU (30)

11. NPCD

31. NPCD Office
32. 2A
33. 2B
34. 3A
35. 3B
36. 3C
37. 3D
38. Hyperbaric
39. Wound Care

12. NETRD (40)

13. Accounting Division

41. Accounting Division Office
42. Budget Section

14. Cash Division

43. Cash Division Office
44. CCU

15. ITSS (45)

16. Medical Records (46)

17. MMD (47)

18. Procurement (48)

19. Billing Division (49)

20. MSSS (50)

21. Dietary (51)

22. Admitting Section

52. Admitting Office
53. PRMO

23. HRDD

54. Personnel Div. Office
55. Central Records

24. Pharmacy Division and CSSR

25. GSD

57. GSD Office
58. Engineering
59. Housekeeping
60. Communication
61. Motorpool
62. Linen

26. Pediatric Offices

63. Pediatric Unit
64. Pediatric Ward and Hospice
65. Pediatric ER
66. PICU