

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) 2015

1. The Delivery Unit must have achieved at least 90% of the approved performance targets for the delivery of Major Final Outputs (MFO's) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the target for Support to Operations (STO) and General Administration and Support Services (GASS).
2. The Delivery Unit shall be ranked based to determine equivalent value of PBB. The ranking of delivery unit shall be based on the average rating of all the Individual Performance Commitment and Review within the delivery units using the Office Performance Commitment and Review (OPCR). Forced ranking shall be according to Categories in 7.5 of Memorandum Circular No. 2015-01.
3. The Civil Service Commission Approved Strategic Performance Management System shall be used in evaluating the performance of each office and individuals.
4. Employees shall be ranked based on Individual Performance Commitment Review.
5. All employees holding regular position are qualified for the PBB and must meet the following criteria:
 - Must render at least nine months of service for the year ending December 31, 2015.
 - Should receive a rating of at least "Satisfactory " under the CSC approved Strategic Performance Management System (SPMS)
 - Must have complied with the submission of SALN per RA 6713
 - Must have no outstanding cash advance/s as of November 30, 2015.
6. An employee who renders a minimum of three (3) months but less than nine (9) months of service and with at least satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis as per 6.10 of Memorandum Circular No. 2015-1.
7. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. However, a penalty of reprimand shall not cause the disqualification to the PBB.
8. The Board of Directors and General Manager Rank will be based on the Agency's Rating. Allocation for their PBB shall be based on the Best Performer.

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