

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) 2017

In Connection with the implementation of Performance Based Bonus (PBB) for Government Employees pursuant to E.O. No. 80 and E.O. No.201, the following mechanics in ranking delivery units as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2017 are hereby established:

1. Delivery Units ranking will based on the following:
 - The Delivery Unit must achieve at least 90% of each of their performance targets for the delivery of MFO's, Support to Operations (STO) and General Administration and Support (GASS) for the as specified in Form A;
 - Delivery units that did not achieve 90% of their target in any of the performance targets indicators shall no longer be included in the forced ranking and shall not be eligible to receive Performance Based Bonus (PBB) for the year 2017.
 - Delivery unit must have satisfied 100% good governance conditions;

All employees within the delivery units with cash advance must have no outstanding cash advance/s as of November 15, 2017.

All employees within the delivery units must have complied with the submission of SALN per RA 6713.

- Delivery units shall be ranked using the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS),

Delivery units eligible to the FY 2017 PBB shall be ranked based on the average rating of all the employees' Individual Performance Commitment Review (IPCR).

The four Delivery Units identified as Administrative, Finance, Engineering and Production shall be force ranked according to the following categories:

- Best Delivery Unit
- Better Delivery Unit
- Good Delivery Unit

- The report on ranking of Delivery units shall be indicated in Form 1.0 as follows:

Form 1.0 REPORT ON RANKING OF DELIVERY UNIT

| |
|---|
| Agency: |
| 1.0 Summary of Information Required |
| 1.1 Total No. Of Delivery Units _____ |
| 1.2 Total No. Of Delivery Units that achieved their performance targets _____ |
| 1.3 Total No. Of Filled Positions as of November 30, 2017 _____ |
| 1.4 Total No. Of Officials and Employees Entitled to PBB _____ |
| 1.5 Total Amount Required for Payment of PBB _____ |

2. The basis of eligibility of personnel will be measured through the following :
 - The Civil Service Commission approved Strategic Performance Management System (SPMS) shall be used by the district in rating the individual employees. Employees within a delivery unit will no longer be ranked individually.
 - Employees of eligible delivery units holding regular plantilla positions are qualified for PBB and must meet the following requirements:

- Must have rendered a minimum of nine (9) months of service FY 2017 with at least Satisfactory rating;
 - Must not be on vacation or sick leave with or without pay for the entire year
 - Must have complied with the submission of SALN as prescribed in the CSC Memorandum Circular No. 3 2015;
 - Must have no outstanding cash advance/s as of November 15, 2017.
- Employee who rendered less than nine (9) months but with at least three (3) months of service and with at least Satisfactory Rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length rendered as follows:

| LENGTH OF SERVICE | % OF PBB |
|---------------------------------|----------|
| 8 months but less than 9 months | 90 % |
| 7 months but less than 8 months | 80 % |
| 6 months but less than 7 months | 70 % |
| 5 months but less than 6 months | 60 % |
| 4 months but less than 5 months | 50 % |
| 3 months but less than 4 months | 40 % |

- Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in FY 2017 shall not be entitled to the PBB. However, a penalty of reprimand shall not cause the disqualification to the PBB.
- Official and employees who failed to submit their complete SPMS forms shall not be entitled to FY 2017 PBB.
- The rates of the individual employees shall depend on the performance ranking of the delivery units where they belong on the individual's monthly salary of December 31, 2017, but not lower than Php 5,000.00 , as shown in the table below:

| Performance Category | PBB as % of monthly Basic Salary |
|----------------------|----------------------------------|
| Best Delivery Unit | 65% |
| Better Delivery Unit | 57.5% |
| Good Delivery Unit | 50% |
| | |

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