

## 2016 PERFORMANCE BASED BONUS GUIDELINES

Pursuant to Memorandum Circular No. 2016-1 and 2016-2 dated 12 May and 12 October 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, PIA delivery units eligible to the Performance-Based Bonus(PBB) shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

Twenty Four (24) delivery units in the Agency are hereby identified as follows:

1. Central Office (composed of 8 Divisions – ADMIN, FMD, MISD, HRDD, PCRD, PMD, ROD, CPSD)
2. Regional Offices (composed of 16 Regional Offices)

All delivery units will be ranked based on their respective Office Performance Commitment Review (OPCR) rating as validated by the Performance Mangement Team (PMT) through the monthly accomplishment report, quality objective accomplishment report, special reports, findings of the IQA, submissions to ROD, finance reports, personnel reports etc. Central Office Divisions will be separately ranked from the Regional Offices.

The Executive Office will be included in the forced ranking of the Presidential Communications Operations Office (PCOO).

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual monthly basic salary as of 31 December 2016, as follows, but not lower than Php5,000.00:

PERFORMANCE CATEGORY	RANKING OF 24 DELIVERY UNITS	PBB AS OF % OF MONTHLY BASIC SALARY
BEST DELIVERY UNIT TOP 10%	1 DIVISION 2 REGIONS	65%
BETTER DELIVERY UNIT NEXT 25%	2 DIVISIONS 4 REGIONS	57.50%
GOOD DELIVERY UNIT NEXT 65%	5 DIVISIONS 10 REGIONS	50%

In case of tie among delivery units, the validated Individual Performance Commitment Review (IPCR) ratings of all employees within the delivery unit shall be averaged.

Eligibility of individuals based on MC No. 2016-1 are as follows:

1. Employees should receive a rating of at least Satisfactory based on the PIA CSC-approved Strategic Performance Management System (SPMS).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of PBB shall come from the parent agency.
3. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
4. An official or employee who has rendered a minimum of nine (9) months of service and with satisfactory rating may be eligible to the full grant of the PBB
5. An employee who has rendered less than nine (9) months but a minimum of 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 of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB RATE
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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave and/or Paternity Leave;
  - f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave;
  - h. Sabbatical Leave
6. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
  7. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted is only a reprimand, such penalty shall not cause the disqualification to the PBB.

8. Officials and employees who failed to submit the 2015 SALN as prescribes in the rules provided under CSC MC No. 3, s. 2015, shall not be entitled to the FY 2016 PBB.
9. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
10. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.