

**System of Ranking of Officers and Employees for the
Grant of the Performance-Based Bonus (PBB) for CY2016**

I. Legal Bases

1. GCG Memorandum Circular No. 2017-01 dated 09 June 2017, Interim Performance-Based Bonus (PBB); and
2. CSC Memorandum Circular No. 6, series of 2012 provides the guidelines in the establishment and implementation of agency Strategic Performance Management System (SPMS).

II. Guidelines on the Grant of the Performance-Based Bonus (PBB) for CY2016, particularly in the ranking and distribution of PBB to its officials and employees:

Performance Rating:

1. Employees belonging to the First and Second levels should receive a rating of at least "**Satisfactory**" rating based on the agency's CSC-approved Strategic Performance Management System (DTI-SPMS).
2. Third Level Officials should receive a rating of at least "**Satisfactory**" under the CESPES. CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level Officials shall be contingent on the release of results of the CESPES.
3. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "**Satisfactory**".

On Detail:

4. Employees 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 the PBB shall come from the mother agency.

Transfer:

5. Employees who transferred from one government agency to another agency shall be rated 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.

Ranking:

6. The final average rating obtained in the Office/Division/Individual Performance Commitment and Review Form (OPCR, DPCR or IPCR) shall be the basis in the ranking of the officers and employees.
7. An employee who rendered nine (9) months and above and still in the service as of 31 December 2016, shall be entitled to 100% of PBB.
8. An employee who rendered a minimum of three (3) months but less than nine (9) months of service up to December 31, 2016, shall be entitled to prorated PBB, 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%

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 newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
9. 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.
10. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2016 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
11. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.
12. Officials and employees who failed to liquidate cash advances received in FY2016 within the reglementary period as required by the COA shall not be entitled to the FY 2016 PBB.

III. Officers and employees shall be ranked on a percentile basis within their respective group levels:

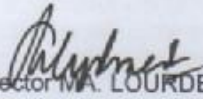
- (a) **Senior Management:** This refers to the executive officers of CITEM, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of strategy, implement and maintain policies of the organization for area of responsibility (e.g. Executive Director, Deputy Executive Directors, Department Managers/Officer-In-Charge).
- (b) The President/CEO, or whoever is the highest ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under GCG MC No. 2015-06, or the PBB, but not both. In the event the CEO is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall be included in the forced ranking of Officers and Employees.
- (c) **Middle Management:** This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and monitoring. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise (e.g. Division Chiefs/Officers-In-Charge).
- (d) **Professional and Supervisory:** This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (e.g. Assistant Division Chief/Senior TIDS/Specialist/Analyst/Accountant/Budget Officer/Records Officer.)
- (e) **Clerical/General Staff:** This category includes all clerical, administrative, customer service, secretarial and messengerial staff with little or no supervisory responsibility but contribute independently to the organization.

IV. In each group level provided for in item no. 3, the Department/Division and those designated to these positions shall force rank all personnel under their supervision based on their obtained final overall rating in the IPCR. It shall be quantified to allow ranking on a percentile basis for the purpose of distribution as follows:

RANK	PERCENTILE DISTRIBUTION*	MULTIPLIER (Basic Pay x this Rate)
Top (Outstanding)	Maximum 10%	65%
Next (Commendable)	Maximum 25%	57.5%
Remaining (Satisfactory)	Minimum 65%	50%

**the percentile of the "Top" and "Next" are maximum figures with the discretion on the part of Management to decrease the figures and distribute them to the "Remaining" Level.*

RECOMMENDING APPROVAL:


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APPROVED:


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