

Center For International Trade Expositions and Missions
(CITEM)

**INTERNAL GUIDELINES IN THE RANKING AND DISTRIBUTION OF THE 2015
PERFORMANCE-BASED BONUS (PBB)**

Pursuant to GCG Memorandum Circular 2015-05 and to IATF Memorandum Circular No. 2015-01, the following are the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015 under Executive Order No. 80, particularly in the ranking and distribution of PBB to its officials and employees:

I. COVERAGE

All Officers and employees who occupy plantilla positions shall be entitled to full grant at the time of the payout of the PBB; *provided*, they have rendered an aggregate of at least nine (9) months of service in the government for the year ending 31 December 2015. Officers and employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on a pro-rata basis.

II. GUIDELINES

II.1 Eligibility of Individual Officers and Employees

- a. 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).
- b. Third Level Officials should receive a rating of at least **“Very 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.
- c. 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”**.
- d. 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.
- e. 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.
- f. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service 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%
Length of Service	% of PBB
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
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- g. 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.
 - h. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from receipt of the PBB.
 - i. Officials and employees who failed to submit the 2015 SALN as prescribed by the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
 - j. Officials and employees who failed to liquidate cash advances received in FY2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

II.2 **DISTRIBUTION SYSTEM**

Distribution of PBB among qualified Officers and Employees who have complied with the eligibility rules shall be in accordance with the following procedure:

II.2 A GROUPING OF PERSONNEL

In determining the distribution of the PBB among qualified CITEM Officers and Employees, all personnel shall be ranked on a percentile basis within their levels as determined by the CITEM Governing Board through Management in accordance with the following guidelines:

- (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/OIC-DM).
- (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 personnel 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.

II.2B DISTRIBUTION FOR QUALIFIED OFFICERS AND EMPLOYEES

In each level provided for in Section I above, the ratings of Officers and Employees under the GOCC's SPMS or its equivalent shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

- (a) **For CITEM, being a subsidized GOCC,** the grant of PBB shall be based on the performance of individual Officers and Employees with the following fixed rate of incentive:

PERCENTILE	AMOUNT
Top: Maximum 10%	25,000
Next: Maximum 25%	15,000
Remaining: Minimum 65%	7,500

- (b) The performance of employees shall be the average rating of the two (2) rating periods as reflected in the IPCR.
- (c) The ranking of Officers and individuals shall be determined by the Performance Management Team (PMT) headed by the Chairman as the SPMS Champion.

The individual ranking shall be made within the Office and based on Performance Category following these procedures:

1. Come-up with a list of the ratings of the employees belonging to first and second level positions for the two (2) rating periods. For third level officials, the annual CESPES rating shall be used as basis.
2. Get the final average rating for the first and second level positions as calibrated/deliberated by the Performance Management Team.
3. Arrange the individual ratings from highest to lowest. Determine the equivalent number of employees belonging to each of the individual performance category.
4. For purposes of forced ranking, the individual employee eligible to the PBB shall be ranked based on the individual performance categories.



SYSTEM OF RANKING DEPARTMENTS AND INDIVIDUALS

Departments and Individuals are rated and ranked based on the attainment of their targets/key result areas. Rating System is based on CSC-approved Strategic Performance Management System (SPMS) which follows the Process Flow below:

	PHASE	OUTPUT
Performance Planning	<ul style="list-style-type: none">• Agency Planning• Department / Division Planning & Performance Management Team (PMT) Review• Individual Performance Planning & Individual Development Plan (IDP)	Agency, Department/Division and Individual Performance Scorecards; IDP
Performance Monitoring	<ul style="list-style-type: none">• Conduct of Performance Review meetings, workshops, feedback & coaching• Submission of monitoring reports to Planning	Monitoring reports, tracking sheets, IDP monitoring
Performance Review & Evaluation	<ul style="list-style-type: none">• Agency, Department and Division performance review with PMT• Individual Development Plan Review• Submission of Summary List of Individual Ratings to HR• PMT Review and endorsement to Agency Head• Agency Head Approval	Approved Agency, Department, Division & Individual performance scorecard; IDP; summary List of Individual ratings
Performance Rewards and Development	<ul style="list-style-type: none">• Identification of Department & Individual top performers for possible awards• HR Review of IDPs for competency/ies enhancement & training plan	List of Department & individual performers updated competency/ies enhancement & training plan