

GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2015

In connection with the implementation of Performance Based Incentive System (PBIS) for Government Employees pursuant to E.O. No. 80 dated July 20, 2012, the following mechanics in ranking delivery units as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2015 are hereby established:

- The Delivery Unit (DU) must have achieved at least 90% of the approved performance targets for the delivery of the Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) specified in Form A;
- The Delivery Unit (DU) must have achieved at least 90% of each of the priority program/project targets under the five Key Result Areas of Executive Order (EO) No. 43;
- The Delivery Unit (DU) must have satisfied 100% of the good governance conditions;
- Delivery units shall be forced ranked to determine equivalent value of PBB. The ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) 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.

Prepared by:


JOSEPHINE LYN F. SANQUI
Administrative Services Officer B

Reviewed by:


VICTORIA N. MARIANO
Admin. & Finance, Division Manager

Approved by:


Engr. JOEL FELIX H. BERNARDO
General Manager

**GUIDELINES/MECHANICS IN RANKING OF INDIVIDUAL EMPLOYEES FOR THE GRANT OF PERFORMANCE
BASED BONUS (PBB) FY 2015**

In connection with the implementation of Performance Based Incentive System (PBIS) for Government Employees pursuant to E.O. No. 80 dated July 20, 2012, the following mechanics in ranking individual employees as basis for the grant of Performance Based Bonus (PBB) for Fiscal Year 2015 are hereby established:

- All employees holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
 - Must have rendered at least nine (9) months of service for the year ending December 31, 2015
 - Must not incur vacation or sick leave, with or without pay for the entire year
 - 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

- An employee who rendered 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 Memorandum Circular No. 2014-3.

- Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.

- In Rating and Ranking of employees the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) shall be used by the district.

- All employees shall be forced ranked within each delivery unit, subject to the estimated budget ceiling per agency for FY 2015 PBB using the Individual Performance Commitment and Review (IPCR).

Prepared by:


JOSEPHINE LYN F. SANQUI
Administrative Services Officer B

Reviewed by:


VICTORIA N. MARIANO
Admin. & Finance, Division Manager

Approved by:


Engr. JOEL FELIX H. BERNARDO
General Manager