



SYSTEM OF RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2018

- 1. Legal Basis.** The criteria and ranking system herein provided for CY 2018 are pursuant to IATF Memorandum Circular No. 2018-1 dated May 28, 2018 titled "*Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016*".
- 2. Criteria in Ranking Delivery Units.** The PhilRice Performance Management Group (PMG) sets the criteria and ranks *all* the delivery units based on their contributions towards the over-all attainment of the Institute's Major Final Outputs (MFOs) and the respective targets of Support-to-Operations (STOs) and General Administrative and Support Services (GASS). Ranking will be done based on the following criteria:
 - Division/Office Performance Commitment and Review (D/OPCR) rating
 - Timely submission of reports (Accomplishment reports, IPCR and DPCR)
 - Satisfy 100% of the good governance condition
 - Attendance to institutional activities
 - Compliance to financial requirement and guidelines
 - Housekeeping and safety
- 3. Ranking of Delivery Units.** The PMG shall force rank all delivery units accordingly by sector:
 - Research
 - Development
 - General Administrative and Support Services
 - Station

These will then be ranked as follows:

Ranking	Performance Category
Top 10% (from each sector)	Best Delivery Unit
Next 25% (from each sector)	Better Delivery Unit
Next 65% (from each sector)	Good Delivery Unit

4. Eligibility of Individuals

- Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 7.8.
- An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis 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%
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:
 - Being a newly hired employee;
 - Retirement;
 - Resignation;
 - Rehabilitation Leave;
 - Maternity Leave and/or Paternity Leave;
 - Vacation or Sick Leave with or without pay;
 - Scholarship/Study Leave;
 - Sabbatical Leave.
- 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.
- Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.
- Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.

- Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.
- Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
- Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
- Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

5. **Rates of the FY 2018 PBB.** The PBB rates of individual employees shall depend on the performance ranking of the department/delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018, as follows:

Performance	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

Approved:


ABNER T. MONTECALVO

Deputy Executive Director for Administrative Services and Finance, and
 Chairperson, Performance Management Group