



**Philippine Rice Research Institute**  
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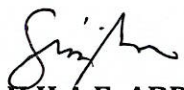

Quality Rice. Quality Life.

ODA19-0233

*Office of the Executive Director*

**MEMORANDUM NO. 2019-243**  
**10 June 2019**

**TO :** ALL REGULAR STAFF

**FROM :**   
**SAILILA E. ABDULA**  
Acting Executive Director 

**SUBJECT :** System of Ranking Delivery Units for the Grant of 2019  
Performance-Based Bonus

Pursuant to Memorandum Circular No. 2018-1 dated 28 May 2018 issued by the Inter-Agency Taskforce (IATF) on the Harmonization of National Government Performance Monitoring Information and Reporting System (AO25, s. 2011), the ranking system for PhilRice delivery units is hereby revised as basis for the grant of 2019 performance-based bonus.

For your information and guidance.

## **PhilRice System of Ranking Delivery Units as Basis for Evaluation and Granting of 2019 Performance-Based Bonus (PBB)**

### **I. Rationale**

To establish a ranking system for PhilRice delivery units composed of offices, divisions, units, center, and stations for the grant of 2019 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2018-1 dated May 28, 2018 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011).

### **II. Coverage**

For all eligible officials and employees holding a regular plantilla positions; contractual and casual personnel having an employer-employee relationship and whose compensation is charge to the Personnel Services budget.

### **III. Delivery Units**

PhilRice is composed of thirty (30) delivery units grouped into three sectors according to functions, namely:

- **Research and Development (R&D)**

1. Agronomy, Soils, and Plant Physiology Division
2. Crop Biotechnology Center
3. Crop Protection Division
4. Development Communication Division
5. Genetic Resources Division
6. Rice Engineering and Mechanization Division
7. Rice Chemistry and Food Science Division
8. Socioeconomics Division
9. Technology Management and Services Division
10. Plant Breeding and Biotechnology Division

- **Branch Stations**

1. Isabela
2. Batac
3. Los Baños
4. Bicol
5. Negros
6. Agusan
7. Midsayap

- **General Administration and Support Services (GASS)**

1. Administrative Support Division
2. Business Development Division (including IPMO)
3. Corporate Services Division
4. Financial and Management Division
5. Information Systems Division
6. Office of the Deputy Executive Director for ASF (including IMSSO, SCMO)
7. Office of the Deputy Executive Director for Development (including ComRel)
8. Office of the Deputy Executive Director for Research (including Library, Stat Lab)
9. Office of the Executive Director (including Records, Legal Office, IAU)
10. Physical Plant Division
11. Procurement and Property Management Division
12. Rice Competitiveness Enhancement Fund – Program Management Office (RCEF-PMO)
13. Satellite stations (CMU, Mindoro, Samar, and Zamboanga)

#### IV. Ranking of Delivery Units

The offices/divisions shall meet the criteria and conditions provided in IATF MC No. 2018-1. To determine the ranking of each delivery unit, each of them will have to compete among sector based on the Office/Division/Branch Performance Commitment and Review (O/D/BPCR) ratings and Good Governance Condition Requirement obtained in 2019

Percentage of ranking shall follow the table hereunder:

Performance Category	Ranking	Actual No. of Divisions
Best Office/Delivery Unit	Top 10%	3
Better Office/Delivery Unit	Next 25%	8
Good Office/Delivery Unit	Remaining 65%	19

#### V. Ranking of Individuals

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2019, as follows, but not lower than Php 5,000.00.

Performance Category	PBB as % of Monthly Basic Salary
Best Office/Delivery Unit (10%)	65.0%
Better Office/Delivery Unit (25%)	57.5%
Good Office/Delivery Unit (65%)	50.0%



The following guidelines and procedures shall be followed in ranking employees for PBB entitlement purposes for CY 2019:

- a) Employees belonging to the 1<sup>st</sup> and 2<sup>nd</sup> levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- b) 3<sup>rd</sup> level officials should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to 3<sup>rd</sup> level officials shall be contingent on the release of results of the CESPES;
- c) Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees and rated by the recipient agency. However, payment of the PBB shall come from the mother/sending agency;
- d) Personnel who transferred from one government agency to another agency 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;
- e) An employee who has rendered a minimum of nine (9) months of service during the calendar year and with at least Satisfactory rating may be eligible to the full grant of the PBB;
- f) An employee who rendered three (3) months or more but less than nine (9) months and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB rate of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	Percentage 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%

- g) 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:
  - o Being a newly-hired employee;
  - o Retirement;
  - o Resignation;
  - o Rehabilitation Leave;
  - o Maternity and/or Paternity Leave;
  - o Vacation or Sick Leave, with or without pay;
  - o Scholarship or Study Leave;
  - o Sabbatical Leave;
- h) An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB;
- i) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in CY 2019 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;

- j) Officials and employees who failed to submit the 2018 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 CY 2019 PBB;
  - k) Officials and employees who failed to liquidate cash advances received in CY 2019 within the reglementary period as prescribed by the COA shall not be entitled to the CY 2019 PBB;
  - l) The Performance Management Group (PMG) shall review and recommend the ranking of all divisions by sector to the Executive Director for his final approval; and
  - m) Employees who disagree with the ranking given to their delivery units may wish to give feedback on the implementation of the PBB within PhilRice or may submit a letter to the PMG Chairperson of PhilRice.
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## VI. Distribution of score<sup>1</sup>

Score will be distributed on a 60:40 ratio between **Performance Commitment and Review (PCR)** rating and **Good Governance Condition (GGC)** requirement, respectively.

Details of GGC requirement are as follows:

- 1. Timely submission of reports (Fixed Targets)
  - a. O/D/B PCR
  - b. IPCR
  - c. Annual Reports
  - d. Terminal Reports
  - e. SALN
- 2. Financial Transactions (Non-Fixed Targets)
  - a. Liquidation of cash advances
  - b. Reimbursements (travel and other transactions)
  - c. Fund Utilization (Closing of open BURs and accounts payable)
- 3. Administrative Duties (Non-Fixed Targets except a)
  - a. Submission of individual equipment inventory to PPMD
  - b. Attendance to Flag ceremonies
  - c. Attendance to Institutional Activities
  - d. Housekeeping
  - e. Health and safety

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<sup>1</sup> Evaluation is based on performance of regular staff only.

Point system for fixed and non-fixed targets

<i>Targets</i>		<i>Points</i>
<i>Fixed targets</i>	<i>Meet requirement</i>	<i>5</i>
	<i>Did not meet requirement</i>	<i>2</i>
<i>Non-Fixed Targets (For financial transactions and administrative duties except attendance to flag ceremonies)</i>	<i>100%</i>	<i>5</i>
	<i>94-99%</i>	<i>4</i>
	<i>88-93%</i>	<i>3</i>
	<i>82-87%</i>	<i>2</i>
	<i>&lt; 82%</i>	<i>1</i>
<i>Non-Fixed Targets (For attendance to flag ceremonies)</i>	<i>90-100%</i>	<i>5</i>
	<i>85-89%</i>	<i>4</i>
	<i>80-84%</i>	<i>3</i>
	<i>75-79%</i>	<i>2</i>
	<i>&lt; 75%</i>	<i>1</i>