





Office of the Executive Director

MEMORANDUM NO.

29 September 2020

TO : ALL REGULAR STAFF

FROM : 
JOHN C. DE LEON
Executive Director 

SUBJECT : System of Ranking Delivery Units for the Grant of 2020 Performance-Based Bonus

Pursuant to Memorandum Circular No. 2020-1 dated 2 June 2020 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011), the system of ranking for PhilRice delivery units is hereby revised as basis for the grant of 2020 Performance-Based Bonus (PBB).

For your information and guidance.

GUIDELINES AND SYSTEM OF RANKING OF DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)

I. Rationale

In the interest of the service and pursuant to Memorandum Circular No. 2020-1 dated 2 June 2020 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011), this set of guidelines and system of ranking for the grant of FY 2020 Performance-Based Bonus (PBB) is hereby issued to inform and guide all delivery units on the updated PBB requirements and to adopt uniform criteria on rating and forced ranking of delivery units.

II. Coverage

These guidelines and system of ranking shall cover all eligible officials and employees holding regular, contractual, and casual positions. Excluded are those individuals without an employer-employee relationship and whose compensation is charged to the non-Personnel Services budget.

III. Delivery Units

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

- **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. Information Systems Division
 7. Plant Breeding and Biotechnology Division
 8. Rice Engineering and Mechanization Division
 9. Rice Chemistry and Food Science Division
 10. Socioeconomics Division
 11. Technology Management and Services Division

- **Branch Stations**
 1. Agusan
 2. Batac
 3. Bicol (+Samar)
 4. Isabela
 5. Los Baños (+Mindoro)
 6. Midsayap (+Zamboanga)
 7. Negros

- **General Administration and Support Services (GASS)**
 1. Administrative Support Division
 2. Business Development Division (+ IPMO)
 3. Corporate Services Division
 4. Financial and Management Division
 5. Office of the Deputy Executive Director for ASF (+ IMSSO)
 6. Office of the Deputy Executive Director for Development (+ ComRel)
 7. Office of the Deputy Executive Director for Research (+ Library, Stat Lab)
 8. Office of the Executive Director (+ Legal Office, IAU)
 9. Physical Plant Division
 10. Procurement Management Division
 11. Rice Competitiveness Enhancement Fund – Program Management Office (RCEF-PMO)
 12. Satellite station (CMU)

IV. Ranking of Delivery Units

The delivery units shall meet the criteria and conditions provided in IATF MC No. 2020-1. Each of the delivery units will have to compete within the sector and shall be forced ranked according to the following categories based on the Office/Division/Branch Performance Commitment and Review (O/D/BPCR) ratings and Good Governance Condition requirements obtained in 2020:

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

V. Rates of the PBB

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 31 December 2020, as follows, but not lower than Php 5,000.00.

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

The following guidelines and procedures shall be followed in the eligibility of individuals for FY 2020 PBB:

1. The Executive Director is eligible only if PhilRice is eligible. If eligible, his maximum PBB rate for FY 2020 will be equivalent to 65% of his monthly basic salary as of 31 December 2020;
2. Employees belonging to the 1st and 2nd levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
3. Third (3rd) level officials should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to 3rd level officials shall be contingent on the release of results of the CESPES;
4. Personnel in 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;
5. 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;
6. An official or employee who has rendered a minimum of nine (9) months of service during the calendar year and with at least a Satisfactory rating may be eligible to the full grant of the PBB;
7. An official or employee who rendered at least three (3) months 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 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%

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 and/or Paternity Leave;

- Vacation or Sick Leave, with or without pay;
 - Scholarship or Study Leave; and/or
 - Sabbatical Leave.
8. 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;
 9. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in CY 2020 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;
 10. Officials and employees who failed to submit the 2019 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 2020 PBB;
 11. Officials and employees who failed to liquidate cash advances received in FY 2020 within the reglementary period as prescribed by the COA shall not be entitled to the FY 2020 PBB;
 12. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2020 PBB;
 13. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units shall not be entitled to the FY 2020 PBB if the agency fails to comply with any of these requirements;
 14. 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
 15. 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.

VI. Distribution of score¹

Scores will be distributed on an 80:20 ratio between **Performance Commitment and Review (PCR)** rating and **Good Governance Condition (GGC)** requirement, respectively.

Details of GGC requirements are as follows:

1. Timely submission of reports (Fixed Targets)
 - a) O/D/B/IPCRs
 - b) Protocols
 - c) Highlights / Annual Reports

¹ Evaluation is based on performance of regular staff only.

- d) Terminal Reports
 - e) PPMPs (*for CES*) and APP (*for branch stations*)
 - f) Risk assessment
 - g) Annual Financial Reports (*for branch stations*)
2. Financial Transactions (Non-Fixed Targets)
- a) Fund Utilization
 - b) Payment to suppliers / BDD
 - c) Settlement of accounts payable
 - d) Closing of open ORS/BURS
3. Administrative Duties (Non-Fixed Targets except a)
- a) Committee Membership and Attendance to Institutional Activities
 - b) Housekeeping, Health and Safety
 - c) Capital outlay (infrastructure and equipment) generation (*for branch stations*)
 - d) External awards received (international, national, local/regional)

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)</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>< 82%</i>	<i>1</i>