



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

Pursuant to Memorandum Circular No. 2018-1 of the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (Administrative Order No. 25 s. 2011), the hereunder are the guidelines for ranking of delivery units and individual for the grant of Performance-Based Bonus for FY 2018 is hereby established.

A. Guidelines for Ranking of Delivery Units

The NIB-PMT for the Performance-Based Bonus 2018 shall implement the guidelines for the ranking of delivery units.

1. The delivery units that meet the criteria and conditions in Section 4.0 of Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1 dated May 28, 2018 are eligible to the FY 2018 PBB.
2. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

3. When identifying and determining delivery units, the NIB must be guided by the Master List of Agencies and Prescribed Delivery Units.

Type of Government Entity	Delivery Units
Agency	Intermediate Level <ul style="list-style-type: none"> • Offices • Bureaus • Services • Regional/Field Units, if any
	Division Level <ul style="list-style-type: none"> • <i>Divisions</i> • Field Units, if any

- a. A delivery unit is the primary subdivision of the agency performing substantive line functions, technical services or administrative support, as reflected in the Agency's organizational structure/functional chart.

The identification of a delivery unit will depend on the type of government entity, with due consideration to its mandate, organizational level, and scope of operations.

- b. Agencies attached to a department or department-level entity shall be treated as an agency separate from its parent department and shall have a separate ranking of delivery units.
 - c. To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance, provided that the resulting ranking distribution shall be in accordance with Section 8.1 of IATF Memorandum Circular No. 2018-1.
4. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.
 5. To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2018 PBB, agencies shall list the names of employees who belong in the Best Delivery Units.
 6. To heighten transparency among delivery units and employees, agencies shall cascade to all employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2018 PBB.
 7. NIB delivery units are the following:
 - 7.1 Office of the Director and Assistant Director
 - 7.2 Financial and Administrative Division
 - 7.3 Presidential Press Staff Division
 - 7.4 Media Accreditation and Relations Division
 - 7.5 Philippines News Agency Division
 8. The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

B. Guidelines for Ranking Individual/Personnel

1. Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs and non-ex officio Heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible, their maximum PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018. They should not be included in the Form 1-Report on Ranking of Delivery Units.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
3. Personnel 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;
4. Personnel who transferred from one government agency to another 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;
5. An official or employee who rendered less than nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of PBB.
6. 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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:

- a. Being a newly hire employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;

- f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/ Study Leave;
 - h. Sabbatical Leave
7. An employee who is on vacation and sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
 8. 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.
 9. 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.
 10. 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.
 11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
 12. Agency heads, should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to their 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.
 13. 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.

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