



**GUIDELINES IN RANKING OF DELIVERY UNITS  
 FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019**

Pursuant to Memorandum Circular No. 2019-1 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 guidelines for ranking of delivery units for the grant of Performance-Based Bonus for FY 2019 are hereby established.

**A. Guidelines in Ranking of Delivery Units**

The News and Information Bureau-Performance Management Team (NIB-PMT) for the Performance-Based Bonus 2019 shall implement the following 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. 2019-1 dated September 3, 2019 are eligible to the FY 2019 PBB.
2. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

The declaration of responsible bureaus/offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

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

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

	Division Level <ul style="list-style-type: none"> <li>• <b>Divisions</b></li> <li>• Field Units, if any</li> </ul>
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- 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, and rank the units within each group or cluster, provided that the resulting ranking distribution shall be in accordance with Section 7.1.
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 2019 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 2019 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 Philippine 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, 2019, 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 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. 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. 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.
6. 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 PBB.
7. 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:

<b>Length of Service</b>	<b>% of PBB</b>
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
8. 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.
  9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 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.
  10. 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 FY 2019 PBB.
  11. Officials and employees who failed to liquidate all cash advances received in FY 2019 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 2019 PBB.
  12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
  13. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to their respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.

14. 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 2019 PBB if the Department/Agency fails to comply with any of these requirements.

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Date: SEPTEMBER 11, 2019

Date: SEPTEMBER 12, 2019