



GCG INTERNAL MEMORANDUM ORDER NO. 2016-07

SUBJECT : Guidelines in the Ranking and Distribution of the 2016 Performance-Based Bonus (PBB)

DATE : 12 December 2016

I. LEGAL BASIS

Pursuant to IATF Memorandum Circular No. 2016-01, Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order No. 80, GCG hereby adopts these guidelines in the ranking and distribution of PBB to its officials and employees.

II. PURPOSE

This Memorandum Order is issued to provide the basic policies and procedure in the ranking and distribution of GCG officials and employees who are entitled to the PBB. This aims to provide basis in determining the eligibility, distribution and ranking as basis in the grant of the PBB.

III. COVERAGE

All Officers and Employees who occupy plantilla positions.

IV. GUIDELINES

A. Offices

1. Achieve agency performance targets under their respective Major Final Output (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and targets for Support to Operations (STO) and General Administration and Support Services (GASS).
2. The Offices eligible to the PBB shall be forced ranked according to the following:

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

B. Eligibility of Individuals

3. Personnel who have rendered at least nine (9) months of service for year ending December 31, 2016 are entitled to PBB.
4. The eligibility of the Chairman will depend on the eligibility performance of GCG which shall be based on the monthly basic salary as of 31 December 2016.

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

5. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the GCG CSC-approved Strategic Performance Management System (SPMS).
6. Third Level officials should receive a rating of at least "Satisfactory" under the CESPES. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
7. 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.
8. An official or employee who has 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 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 hired 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
9. 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.

10. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment 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.
11. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the FY 2016 PBB.
12. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

V. RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the office where they belong, based on the monthly basic salary as of 31 December 2016, as follows, but not lower than ₱5,000

Performance Category	PBB as % of Monthly Basic Salary
Best Office (10%)	65%
Better Office (25%)	57.5%
Good Office (65%)	50%

13. The performance of Offices shall be the average rating of the two (2) rating periods as reflected in the OPCR.
14. The ranking of Offices shall be determined by the Performance Management Team (PMT) headed by the Chairman as the SPMS Champion.

VI. SAVING CLAUSE

Cases not covered by this issuance and other clarifications regarding the implementation of this Memorandum Order shall be addressed to the Chairman for resolution and/or appropriate action.

VII. EFFECTIVITY

This order shall remain in force unless revoked, amended or suspended by another issuance.

SAMUEL G. DAGPIN JR
Chairman