

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)***

Department/Agency Governance Commission for Government-Owned or -Controlled Corporations

(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)

Please see attached GCG Internal Memorandum Order No. 2020-08
Guidelines in the Ranking of Offices and Distribution of the 2020 Performance-Based Bonus (PBB) and for the years thereafter

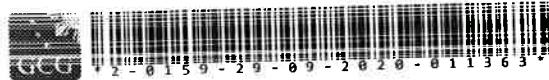

JAYPEE O. ABESAMIS
Head of HR

Date: ~~29~~ September 2020


SAMUEL G. DAGPIN, JR.
Department Agency Head

Date: 29 September 2020

* Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2020.



GCG INTERNAL MEMORANDUM ORDER NO. 2020-08

SUBJECT : GUIDELINES IN THE RANKING OF OFFICES AND DISTRIBUTION OF THE 2020 PERFORMANCE-BASED BONUS (PBB) AND FOR THE YEARS THEREAFTER

DATE : 28 September 2020

I. LEGAL BASIS

Pursuant to Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016, the Governance Commission for GOCCs (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, ranking, and distribution as basis in the grant of the PBB for FY 2020 and the years thereafter.

III. COVERAGE

All Officials and Employees who occupy plantilla positions.

IV. GUIDELINES

A. Eligibility of Offices

1. GCG Offices that achieved the following shall be eligible to the grant of the PBB:
 - a. their Office performance targets under the Physical Targets under the Performance-Informed Budget (PIB) of the FY 2020 General Appropriations Act (GAA) or the applicable year;
 - b. their targets for Support to Operations (STO) and General Administration and Support Services (GASS) for FY 2020 or the applicable year;
 - c. their targets for Streamlining and Process Improvement of GCG's Critical Services for FY 2020 or the applicable year; and
 - d. an average rating of at least 3 or Satisfactory in their respective Office Performance Commitment and Review (OPCR) for FY 2020 or the applicable year.

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

The resulting ranking of Offices shall be indicated in the IATF M.C. No. 2020-1 Annex 7: Form 1 – Report on Ranking of Delivery Units.

3. Only personnel belonging to the eligible Office are qualified for the PBB. Exclusion of individuals shall follow section IV B of this Order.
4. Employees who belong in the Best Office will be listed in the Form 1 to recognize high performance of government employees in relation to achievement of agency targets and requirements for the grant of the FY 2020 PBB or of the applicable year.

B. Eligibility of Individuals

5. The eligibility of the Chairperson and Commissioners depends on the eligibility of GCG. If eligible, the maximum PBB rate of the Chairperson and Commissioners for FY 2020 or of the applicable year shall be equivalent to 65% of their monthly basic salary as of 31 December 2020 or 31 December of the applicable year.
6. Employees belonging to the First, Second, and Third Levels and Career Executive Service (CES) positions should receive a rating of at least "Satisfactory" based on the GCG Strategic Performance Management System (SPMS) approved by the Civil Service Commission or the requirement prescribed by the Career Executive Service Board (CESB).
7. 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.
8. 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.
9. 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.
10. An official or employee who has rendered a minimum of nine (9) months of service during the applicable year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
11. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service during the applicable year 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.

12. 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.
13. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 or of the applicable year 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.
14. Officials and employees who failed to submit the 2019 or the preceding year's Statement of Assets, Liabilities and Net Worth (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 2020 or applicable year's PBB.
15. Officials and employees who failed to liquidate all cash advances received in FY 2020 or of the applicable year within the reglementary period, as prescribed in Commission on Audit (COA) Circular 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-02 dated 18 May 2009, shall not be entitled to the FY 2020 or the applicable year's PBB.
16. Officials and employees who failed to submit their complete SPMS Forms (*i.e.* Office/Division/Individual Performance Commitment and Review Form) shall not be entitled to the FY 2020 or the applicable year's PBB.

17. The Chairperson shall ensure that officials and employees covered by R.A. No. 6713 submitted their 2019 or the preceding year's SALN to the respective SALN repository agencies, liquidated their FY 2020 or applicable year's Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 or the applicable year's PBB to individuals.
18. Officials and employees responsible for the implementation of the prior years' audit recommendations, Quality Management System certification, or posting and dissemination of the GCG system of ranking performance of delivery units shall not be entitled to the FY 2020 or the applicable year's PBB if the GCG fails to comply with any of these requirements.

V. RATES OF THE FY 2020 PBB AND YEARS THEREAFTER

The PBB rates of individual officials and employees shall depend on the performance ranking of the Office where they belong with the rate of incentive as a multiple of one's monthly basic salary as of 31 December 2020 or 31 December of the applicable year, as follows:

Performance Category	Multiple of Basic Salary
Best Office (10%)	0.65
Better Office (25%)	0.575
Good Office (65%)	0.50

The performance of Offices shall be the average rating of the two (2) evaluation rating periods as reflected in the Office Performance Commitment and Review (OPCR) Form. The ranking of Offices shall be determined by the Performance Management Team (PMT) headed by the Chairperson as the SPMS Champion.

VI. CASCADING OF GUIDELINES

In order to cascade to all GCG officers and employees the Guidelines in the Ranking and Distribution of the 2020 or the applicable year's Performance-Based Bonus, this Memorandum Order shall be distributed electronically via e-mail and the GCG Document Management System. The Guidelines shall also be cascaded during the Flag Raising Ceremony following the approval of this Memorandum Order.

Officers and employees may coordinate with the Strategy Management Division (SMD) and Human Capital Management Division (HCMD) regarding the cascading of the Guidelines through the following:

Telephone:	SMD 328-2030 loc. 406	HCMD 328-2030 loc. 438
E-mail:	SMD smd_ocp@gcg.gov.ph	HCMD hcmd@gcg.gov.ph

VII. SAVING CLAUSE

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

VIII. EFFECTIVITY

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

SAMUEL G. DAGFIN JR.
Chairman

