**Guidelines on the Identification and Determination of the**

**Eligibility and Ranking of Delivery Units**

 **under DOF Proper Relative to the Grant of the**

**Performance-Based Bonus (PBB) for Fiscal Year (FY) 2016**

I. Legal Bases:

 1. Executive Order No. 80 dated July 20, 2012, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems

 2. AO 25 IATF Memorandum Circular No. 2016-1 dated May 12, 2016

 3. AO 25 IATF Memorandum Circular No. 2016-2 dated October 12, 2016

II. Implementing Guidelines

 1. Eligibility of Bureaus, Offices or Delivery Units:

 Item 8.1 of MC 2016-1 states that bureaus, offices or delivery units eligible to the FY 2016 PBB shall be forced ranked according to the following:

 **Ranking Performance Category**

 Top 10% Best Bureau/Office/Delivery Unit

 Next 25% Better Bureau/Office/Delivery Unit

 Next 65% Good Bureau/Office/Delivery Unit

2. Eligibility of the Secretary of Finance:

The eligibility of the Secretary of Finance to the Performance-Based Bonus (PBB) will depend on the eligibility and performance of the Department of Finance;

The PBB of the Secretary of Finance shall be based on the monthly basic salary as of December 31, 2016, as follows:

|  |  |
| --- | --- |
| 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% |

The Secretary of Finance shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

3. Eligibility of Officials and Employees:

Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit;

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00:

|  |  |
| --- | --- |
| Performance of Eligible Agency | PBB as % of Monthly Basic Salary |
| Best Bureau/Office/Delivery Unit (10%) | 65% |
| Better Bureau/Office/Delivery Unit (25%) | 57.5% |
| Good Bureau/Office/Delivery Unit (65%) | 50% |

4. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB;

5. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the DOF's CSC-approved Strategic Performance Management System (SPMS);

6. Third Level officials should receive a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES;

7. Eligibility of Officials Performing Managerial/Executive Functions:

Other officials performing managerial and executive functions who are not presidential appointees are covered by the DOF’s CSC-approved SPMS and should receive a rating of at least “Satisfactory”;

8. Eligibility of Personnel on Detail:

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 which rated his/her performance. Payment of the PBB shall come from the mother agency;

9. Eligibility of Personnel Who Transferred:

Personnel who are transferred from one government agency to another government 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;

10. Eligibility of Personnel with Less Than 9 Months of Service:

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 |
| 8 mos. but less than 9 mos. | 90% |
| 7 mos. but less than 8 mos. | 80% |
| 6 mos. but less than 7 mos. | 70% |
| 5 mos. but less than 6 mos. | 60% |
| 4 mos. but less than 5 mos. | 50% |
| 3 mos. but less than 4 mos. | 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. 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

11. Ineligibility of Personnel:

1. 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;

2. 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;

3. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015 shall not be entitled to the FY 2016 PBB;

4. 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;

5. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.

Cases not covered by the guidelines shall be referred to the AO 25 Secretariat, Department of Budget and Management, for resolution.