

GUIDELINES ON THE RANKING OF PPPC DELIVERY UNITS AND EMPLOYEES IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2015

Background

The Executive Order No. 80 s. 2012 and Memorandum Circular 2015-01 issued by the AO 25 Inter-Agency Task Force direct the adoption of a Performance-Based Incentive System for the grant of Performance-Based Bonus (PBB) for FY 2015.

The PBB shall be given to delivery units and personnel based on their rankings, which shall be done in accordance with their contribution to the accomplishment of targets/commitments of their respective Department/Agency.

Purposes

This set of guidelines aims to provide the basis for distribution of the PBB incentives within the PPP Center. Specifically, this aims to:

1. Adopt uniform eligibility criteria for the PPP Center delivery units and employees;
and
2. Guide all PPP Center officials and employees on the ranking process.

Coverage

This guideline shall apply to all officials and employees of eligible PPPC delivery units holding regular plantilla positions.

Eligibility Criteria of the PPPC Delivery Units

The PPP Center is composed of the following delivery units: 1) Office of the Executive Director; 2) Project Development and Monitoring Facility Service; 3) Project Development Service; 4) Policy Formulation, Project Evaluation and Monitoring Service; 5) Capacity Building and Knowledge Management Service; 6) Legal Service; and 7) Administrative Service.

The responsible PPP Center delivery units must satisfy the following criteria to be eligible for the grant of PBB:

1. Achieved at least 90% of the delivery unit's approved annual performance targets;
2. Utilized 90% of the allotted budget for the year;
3. Submitted accomplished Performance Commitment Review forms for the first and second semesters of ~~the~~ 2015 and Service Work and Financial Plan for 2016; and
4. Submitted Statement of Assets, Liabilities, and Net worth on prescribed deadline.

Eligibility of Individuals

The PPP Center officials and employees must satisfy the following criteria to be eligible for the grant of PBB:

1. Must obtain a rating of at least "Satisfactory" based on the PPP Center's CSC-approved Strategic Performance Management System (SPMS).
2. Employees who transferred from PPP Center to another agency or vice versa shall be rated and ranked by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.
3. The full amount of the PBB shall be given to PPP Center officials and employees who have rendered a minimum of nine (9) months in service during the fiscal year.
4. Must have rendered a minimum of 3 months but less than 9 months of service and benefit shall be pro-rated corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB
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 not meeting the 9-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; and
 - h) Sabbatical leave
5. The following shall not be entitled to the FY 2015 PBB:
- a) An employee who is on vacation or sick leave, with or without pay for the entire year;
 - b) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015. If penalty meted out is only a reprimand, such penalty shall not cause disqualification;
 - c) Officials and employees who failed to submit 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015); and

d) Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA.

6. Upon determination of the eligibility of the PPP Center, the PBB rate of the Executive Director shall be fixed at Php 35,000 for FY 2015.

SYSTEM OF RANKING

PPP Center officials and employees that meet the eligibility criteria and conditions shall be ranked in accordance with the following:

1. Each delivery unit shall come up with a ranking of its employees within their respective units based on the approved ratings and submit the same to the Performance Management Team (PMT) Secretariat within the prescribed deadline.
2. The officials and employees shall be ranked depending on the PBB rating accorded to the Center, as follows:

	PPP Center PBB Rating		
	Best	Better	Good
Best Performer	Top 20% Php 35,000.00	Top 15% Php 25,000.00	Top 10% Php 15,000.00
Better Performer	Next 35% Php 20,000.00	Next 30% Php 13,500.00	Next 25% Php 10,000.00
Good Performer	Next 45% Php 10,000.00	Next 55% Php 7,000.00	Next 65% Php 5,000.00

Each delivery unit shall be given equal number of slot/s for the BEST PERFORMER category based on the submitted ranking. To complete the roster of BEST PERFORMER, the remaining slots shall be given to deserving officials and employees who will be forced-rank by the PMT based on the justifications submitted by each delivery unit head using the attached form.

3. The PMT shall recommend to the Executive Director the ranking of officials and employees for review and approval.

GUIDE QUESTIONS FOR THE JUSTIFICATION OF PERFORMANCE

1. What are the outstanding accomplishments of the employee?

2. What is/are the significant impact/s of his/her outstanding accomplishments to the PPP Center?

Note: Please attach supporting documents to validate the above statement (i.e. Critical Incident Reports, etc.)

Signature of Rater over Printed Name
Date _____