

## **GUIDELINES ON THE RANKING OF PPPC DELIVERY UNITS IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2016**

### **Background**

The Executive Order No. 80 s. 2012 and Memorandum Circulars (MCs) 2016-01 and 2016-02 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 2016.

The PBB shall be distributed according to the rankings of delivery units within the Center based on ratings that they have secured under the Center's Strategic Performance Management System (SPMS) and their contribution to the Department/Agency performances.

### **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 corresponding employees; and
2. Guide all PPP Center officials and employees on the delivery units' ranking process.

### **Coverage**

This guidelines shall apply to all delivery units and their corresponding officials and employees 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) Corporate Planning and Development Division; 3) Consultant Recruitment Division; 4) Project Management Division; 5) Financial Management Division; 6) Project Advisory Division; 7) Internal Operations Division; 8) Policy Formulation Division; 9) Project Monitoring Division; 10) Project Evaluation Division; 11) Infrastructure Division; 12) Social Division; 13) LGU Division; 14) Finance Division; 15) Human Resource Division; 16) General Services Division; 17) Capability Building Division; 18) Knowledge Management Division; 19) Management Information Systems Division; and the six (6) Offices of the Directors for the following units<sup>1</sup>: Project Development, Project Development and Monitoring Facility, Capacity Building and Knowledge Management, Policy Formulation, Project Evaluation and Monitoring, Administrative and Legal services.

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

---

<sup>1</sup> Ratings of these units shall be the average ratings of the delivery units under their direct supervision

1. Achieved 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 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 SPMS.
2. Employees 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 parent agency
3. 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.
4. 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.
5. 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:

<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%

PPP Center personnel who do not meet the actual 9-month service requirement for PBB due to reasons stated below will still be qualified to receive the 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
6. The following shall not be entitled to the FY 2016 PBB:
- a) An employee who is on vacation or sick leave, with or without pay for the entire year of 2016;
  - b) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016. If penalty meted out is only a reprimand, such penalty shall not cause disqualification;
  - c) Officials and employees who failed to submit 2016 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC MC No. 3 (s.2015); and
  - d) Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period as required by the COA.
  - e) Officials and employees who did not submit the required SPMS forms.
7. Upon determination of the eligibility of the PPP Center, the PBB rate of the Executive Director shall follow the prescribed percentage of salary indicated in MC 2016-1:

Performance of the Center	PBB as % of Monthly Basic Salary
PPPC achieved all Good Governance Conditions (GGCs) and physical targets in all Major Final Outputs (MFOs), Support to Operations (STO) and General Administration and Support Services (GASS) indicators	65%
PPPC achieved all GGCs and has deficiency/ies in some of physical targets due to uncontrollable reasons	57.5%
PPPC achieved all GGCs and has deficiency/ies in some of physical targets due to controllable reasons	50%

The Executive Director shall not be included in the ranking and reporting of the identified delivery units but will be provided a separate line under the PBB Form 1.0.

### **System of Ranking of Delivery Units**

PPP Center delivery units shall follow the eligibility criteria identified above.

The forced ranking of the delivery units shall be prepared by the PMT and approved by the Executive Director.

Consistent with the AO-25 2016 PBB guidelines, delivery units shall be grouped according to the following categories along with corresponding PBB incentives (based on the individual's monthly basic salary as of December 31, 2016 but not lower than Php 5,000) for officials and employees:

Ranking and Number of Delivery Units	Category	PBB as % of Monthly Basic Salary
Top 10% - 3 Delivery units	"Best" Delivery units	65%
Next 25% - 6 Delivery units	"Better" Delivery units	57.5%
Remaining - 16 Delivery units	"Good" Delivery units	50%

This guidelines recognize the unique and distinct responsibilities and tasks of each delivery unit of the Center. Therefore, the forced-ranking of the delivery unit shall be undertaken through the objective measurement of the accomplishments and adherence to prescribed rules under this guidelines.

The ranking of the delivery units shall be based on the approved Division Performance Commitment and Review ratings.

### Implementation

Delivery units are therefore mandated to strictly abide by the prescription under these guidelines and complete the submission of their respective accomplished rating forms i.e. DPCRs for the divisions and the average of the DPCRs of their units for the Office of the Directors.

Rating forms are to be submitted to the PMT Secretariat thru the CPDD by February 06, 2017 for processing and deliberation of the PMT.

Finalized ranking shall be endorsed to the Executive Director for approval not later than February 24, 2017.

This guidelines shall take effect immediately

*Ferdinand A. Pecson*

**FERDINAND A. PECSON**  
Executive Director