

# **GUIDELINES ON THE RANKING OF PPPC DELIVERY UNITS IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2017**

## **Background**

Executive Order No. 80 s. 2012 and Memorandum Circular (MC) 2017-1 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 2017.

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 performance.

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

## **Coverage**

Upon determination of the eligibility of the PPP Center as mandated under AO 25 2017 PBB Guidelines, the PBB rate of the Executive Director shall be 65% of his monthly basic salary.

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 PBB Form 1.0.

This set of 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

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

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:

1. Achieved 100% of the delivery unit's approved annual performance targets;
2. Utilized 100% of the allotted budget for the year;
3. Submitted accomplished Performance Commitment Review forms for the first and second semesters of 2017; and
4. Submitted Statement of Assets, Liabilities, and Net worth on prescribed deadline.

### **Eligibility of Individuals**

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. Have rendered a minimum of 3 months, but less than 9 months of service; the PBB 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 2017 PBB:

- a) An employee who is on vacation or sick leave, with or without pay for the entire year of 2017;
- b) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2017. If penalty meted out is only a reprimand, such penalty shall not cause disqualification;
- c) Officials and employees who failed to submit 2017 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed by RA 6713 and relevant CSC issuances;
- d) Officials and employees who failed to liquidate Cash Advances received in FY 2017 within the reglementary period as required by COA;
- e) Officials and employees who did not submit the required SPMS forms;
- f) Officials and employees who failed to comply with the submission of COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs) (Director of Administrative Service, Head of Finance Division);
- g) Head of Procuring Entity, Chairman and Secretariat of the Bids and Awards Committee who failed to comply with the following requirements:
  - i. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of Memorandum Circular No. 2017-1 in the format prescribed under GPPB Circular No. 07-2015;
  - ii. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017; and
  - iii. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the required forms;
- h) Officials and employees responsible for the non-compliance of COA prior years' audit recommendations (Director of Administrative Service, Head of Finance Division and concerned officials cited in the audit reports);
- i) Officials and employees responsible for the failure to comply with the requirement to acquire QMS ISO certification for at least one (1) core process or ISO-aligned documentation for at least one (1) core process if PPP Center is yet to be ISO certified (ISO Steering Committee and its Secretariat per SO No. 46 Series of 2017 and PDMFS); and
- j) Officials and employees responsible for the failure to comply with the requirement to post and disseminate the Center's system of ranking performance of delivery units (Performance Management Team and its Secretariat per SO No. 71-2015).

## System of Ranking of Delivery Units

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

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

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, 2017) for officials and employees:

Ranking and Number of Delivery Units	Category	PBB as % of Monthly Basic Salary
Top 10% - 2 Delivery units	"Best" Delivery units	65%
Next 25% - 6 Delivery units	"Better" Delivery units	57.5%
Remaining - 15 Delivery units	"Good" Delivery units	50%

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

The ranking of the delivery units shall be based on the approved Center-wide accomplishment reflected in its PBB Form A and DBM Budget Accountability Report (BAR) Form 1, as well as the Service and 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. SPCRs for the Office of the Directors and DPCRs for the divisions.

Rating forms are to be submitted to the PMT Secretariat thru the CPDD by February 06, 2018 for processing and deliberation of the PMT.

Finalized ranking shall be endorsed to the Executive Director for approval not later than February 24, 2018.

This set of guidelines shall take effect immediately.

  
**FERDINAND A. PECSON**  
Executive Director 