



GUIDELINES ON THE RANKING OF PPPC DELIVERY UNITS IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2019

Background

Executive Order No. 80 s. 2012 and Memorandum Circular (MC) 2019-1 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 2019.

The PBB shall be distributed according to the rankings of delivery units within the PPP Center based on ratings that they have secured under the PPP 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 eligibility for grant of PBB 2019 and 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

This set of guidelines shall apply to all delivery units and their corresponding officials and employees holding regular plantilla positions.

Eligibility Criteria of the PPP Center

The PPP Center must satisfy the following conditions to be eligible for the grant of PBB:

1. Satisfy 100% of Good Governance Conditions (GGC) for FY 2019, as follows:
 - a. Maintain/update the agency Transparency Seal (TS) pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA);
 - b. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA 9184) for transactions above PhP1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (NON CSE) items; and
 - c. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting PPP Center's enhanced service standards for all its services to citizens, businesses and government agencies, consistent with the objectives of RA 11032.

2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019:
 - a. Streamlining and process improvement of the PPP Center's critical services to citizens, businesses and government as declared in the PPP Center's Citizen's/Service Charter;
 - b. Citizen/Client Satisfaction Report to determine the effectiveness of streamlining and process improvement initiated;
 - c. Recertification of PPP Center's Quality Management System (QMS) covering at least one (1) core process as mandated under existing pertinent laws;
 - d. GASS Targets, which includes the following:
 - i. Achieve 100% Budget utilization rate;
 - ii. Sustained compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations;
 - iii. Compliance with Quarterly submission of Budget and Financial Accountability Reports (BFARS) online using the DBM's Unified Reporting System;
 - iv. Submission of FY 2019 Annual Procurement Plan (APP-non CSE);
 - v. Submission of FY 2020 Annual procurement Plan-Common Use Supplies and Equipment (FY 2020 APP-CSE);
 - vi. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the PPP Center's budget submitted to the Congress consistent with the NEP; and
 - vii. Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System.
 - e. Other cross-cutting requirement:
 - i. Establishment and conduct of PPP Center Review and Compliance Procedure of SALN; and
 - ii. Comply with the Freedom of Information (FOI) Program
3. Use the prescribed performance rating system for personnel in the first and second levels and for the Career Executive Service (CES) positions.

Eligibility of the Executive Director

The Executive Director is eligible only if the PPP Center is determined to be eligible to receive PBB. If eligible, the Executive Director's maximum PBB rate for FY 2019 shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2019.

The Executive Director shall not be included in the Form 1-Report on Ranking of Delivery Units.

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" in Office/Service/Division/Individual Performance Commitment and Review Form (PCR) based on the PPP Center's CSC-approved SPMS or the requirement prescribed by the CESB;
2. Official or employee 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;
3. Official or employee who transferred from/to PPP Center to/from another agency 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. Official or employee 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 Personnel 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, as stated in Section 6;
5. The full amount of the PBB shall be given to PPP Center officials and employees who have rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating;
6. 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 for the grant of PBB on a pro-rate basis 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 official or 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; and
 - g) Scholarship/Study leave.
7. The following shall not be entitled to the FY 2019 PBB:

- a) An official or employee who is on vacation or sick leave, with or without pay for the entire year of 2019;
- b) Official or employee found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2019. If penalty meted out is only a reprimand, such penalty shall not cause disqualification;
- c) Official or employee who failed to submit 2018 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 (SALN Review Committee);
- d) Official or employee who failed to liquidate Cash Advances received in FY 2019 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
- e) Official or employee who did not submit the complete SPMS forms/CES forms;
- f) Official or employee 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);
- g) Official or employee responsible for the failure to comply with the requirement to acquire QMS ISO recertification for at least one (1) core process (ISO Steering Committee and its Secretariat per SO No. 46 Series of 2017); and
- h) Official or employee 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

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

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

Delivery units shall be ranked according to the following categories along with corresponding PBB incentives (based on the individual's monthly basic salary as of December 31, 2019) for officials and employees:

Ranking and Number of Delivery Units	Category	PBB as % of Monthly Basic Salary
Top 10% - 1 Delivery unit	"Best" Delivery unit	65%
Next 25% - 2 Delivery units	"Better" Delivery units	57.5%
Remaining - 4 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 based on the following:

- a) 85% of the total score shall be taken from the average of first and second semester 2019 ratings reflected in the Service Performance Commitment and Review (SPCR); and
- b) 15% of the total score shall be taken from Client Satisfaction rating of core process/processes obtained by the Service, and/or commendations and positive feedbacks received.

A premium score not exceeding 10% may be given to delivery units for extraordinary accomplishments in FY 2019. Proof of such accomplishment and its significance to the PPP Center's mandates and programs shall be submitted by Services to the PMT for evaluation.

Client Satisfaction rating shall follow the scale below:

Overall Service Rating	Score
Poor	1
Unsatisfactory	2
Satisfactory	3
Very Satisfactory	4
Outstanding	5

To heighten transparency among delivery units and employees, the PMT shall cascade this set of guidelines/mechanics in ranking delivery units for the grant of PBB 2019. The approved guidelines in ranking delivery units shall be posted on the PPP Center Transparency Seal webpage.

Implementation

Services are therefore mandated to strictly abide by the prescription under these guidelines and complete the submission of PBB requirements and their respective accomplished PCR forms.

Rating forms are to be submitted to the PMT Secretariat thru the CPDD by January 15, 2020 for processing and deliberation of the PMT.

Finalized ranking shall be endorsed to the Executive Director for approval not later than February 05, 2020.

This set of guidelines shall take effect immediately.



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