

Guidelines/Mechanics in Ranking DOST- PCHRD Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2016

1.0 RATIONALE

- 1.1 To provide guidelines on ranking DOST-PCHRD delivery units including the rating and ranking of the performance of the individuals for the grant of Performance-Based Bonus.
- 1.2 To strengthen the performance monitoring and appraisal system by ensuring harmonization with the requirements of Strategic Performance Management System (SPMS).

2.0 COVERAGE

This covers all identified delivery units of PCHRD and all its officials and employee holding regular plantilla positions.

3.0 BASIC GUIDELINES

3.1 Agency

- 3.1.1 To be eligible for the PBB, the PCHRD must satisfy the following criteria and conditions as provided in the Memorandum Circular No. 2016-1 dated May 12, 2016 and Memorandum Circular No. 2016-2 dated October 12, 2016 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order (AO) No. 25, s.2011) :
 - a. Achieve agency performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 General Appropriation Act (GAA), and the targets for Support to Operations (STO) and General Administration and Support Services (GASS);
 - b. Satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016, to wit:
 - i. Maintain/update the Agency Transparency Seal
 - ii. Maintain/update the PhilGEPS posting and
 - iii. Maintain/update the Citizen's Charter.
 - c. Use the CSC approved SMPS in rating the 1st and 2nd level officials and employees

3.1.2 The following are the GASS targets and conditions based on h IATF Memorandum Circular 2016-1:

- a. Budget Utilization Rate (BUR)
- b. Compliance to Public Financial Management (PFM) reporting requirements of COA and DBM
- c. Adoption and use of the FY 2015 Agency Procurement Indicators (APCPI) System per Government Procurement Policy Board (GPPB)
- d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the agency approved budget to GPBB and its Technical Support Office (TSO) within one month from the issuance of this Circular.

3.2 Delivery Units

3.2.1 The following are the identified delivery units of the Council:

1. Office of the Executive Director (OED)
Finance and Administrative Division (FAD)
2. Research and Development Management Division (RDMD)
3. Institutional Development Division (IDD)
4. Research Information Communication and Utilization Division (RICUD)

No	Delivery Unit	Number of Personnel
1	Office of the Executive Director (OED) Finance and Administrative Division (FAD)	16
2	Research and Development Management Division (RDMD)	10
3	Institutional Development Division (IDD)	9
4	Research Information Communication and Utilization Division (RICUD)	20
	Total	56

3.2.2 The delivery units shall meet the criteria and conditions in 3.1.1 to be eligible for the FY 2016 PBB.

3.3 Officials and Employees

3.3.1 The eligibility of the Executive Director (ED) will depend on the eligibility and performance of the PCHRD. The PBB of the ED shall be based on the incumbent's monthly basic salary as of December 31, 2016, as follows:

Performance of Eligible Agency	PBB as of % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGC's and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGC's and has deficiency/ies in one of its physical target/s due to controllable reasons	50%

- 3.3.2 Employees should receive a rating of at least "Satisfactory" based on the DOST-PCHRD's approved Strategic Performance Management System (SPMS).
- 3.3.3 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 that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 3.3.4 Personnel who transferred from one government agency to another 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.
- 3.3.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a required performance rating stated above may be eligible to the full grant of the PBB.
- 3.3.6 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees 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 an 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;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

3.3.7 Personnel not entitled to the PBB:

- a. An employee who is in vacation or sick leave, with or without pay for the entire year;
- b. Personnel on scholarship and not reporting to office for the entire year;
- c. Found guilty of administrative and/or criminal cases and meted penalty in FY 2016 by formal and executory judgement 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.
- d. Failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015;

- e. Failed to liquidate Cash Advances received in FY 2016 within the reglementary period as required by the COA.
- f. Officials and employees who failed to submit their duly accomplished Individual Performance Commitment Review (IPCR) or CESPES ratings to the Human Resource Management Section.

3.3.8 Agency Head should ensure that officials and employees covered by R.A No. 6713 submitted their 2015 SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances; and completed the SPMS required forms, as these will be the basis for the release of FY 2016 PBB to individuals.

4. 0 Ranking of Delivery Units and PBB Rates of Individual Employees

4.1 Ranking of Delivery Units

4.1.1 Delivery Units that meet the criteria and conditions in the 3.1.1 are eligible to the PBB for FY 2016, and shall be forced-ranked, as follows:

Ranking	Performance Category	Number of Delivery Units
Top 10%	Best Delivery Unit	1
Next 25%	Better Delivery Unit	1
Next 65%	Good Delivery Unit	2

4.1.2 Performance ranking of eligible delivery units is based on the following criteria:

Indicator	Weight (%)
1. Office/Division Performance Commitment Report (OPCR/DPCR)	80%
2. Budget Utilization	20 %
Total	100%

4.2 Rating and PBB Rates of Individual Employees

4.2.1 Rating of Individual Employees

The following are the criteria that shall be adopted for the purpose of rating employees of PCHRD:

Indicator	Percentage
1. Individual Performance Commitment Report (IPCR)	80%
2. Critical Factors	20%
Total	100%

I. SPMS Rating (80%)

Adjectival Rating	Numerical Rating
Outstanding	4.75- 5.00
Very Satisfactory	4.00-4.74
Satisfactory	3.00-3.99
Unsatisfactory	2.00-2.99
Poor	1.00-1.99

II. Critical Factors (20%)

Criteria
Work Attitude
Teamwork
Attendance
Punctuality

4.2.2 PBB rates of Individual Employees

The PBB rates of individual employees shall depend on the performance ranking of the office 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 P5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

5. 0 Review, Validation and Approval of Individual Performance Rating

The delivery unit performance rating and ranking as determined by the Section Chiefs/ Division Chiefs shall be reviewed and endorsed by the Performance Management Team for approval of the Executive Director.