

ANNEX 8  
GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS  
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

**Department / Agency: BICOL UNIVERSITY**

**GUIDELINES / MECHANICS IN RANKING DELIVERY UNITS  
FOR THE GRANT OF THE 2019 PERFORMANCE-BASED BONUS\***

**1.0. ELIGIBILITY OF THE AGENCY**

Bicol University must satisfy the following conditions to be eligible for the grant of PBB for FY 2019:

**1.1. Good Governance Conditions (GCCs).** Satisfy 100% of the following GCCs for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF):

- 1.1.1. Maintain / update the agency Transparency Seal (TS). Pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act. The TS page should be accessible in the agency's website and contains the following:
- 1.1.2. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (Non-CSE) items.
- 1.1.3. Maintain/Update the Citizen's or Service Charter or its equivalent, relecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

**1.2. Performance targets of agencies.** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.

**1.3. Performance rating system to be used for personnel in the first and second levels, and for Career Executive Service (CES) positions.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of employees.

**2.0 ELIGIBILITY OF INDIVIDUALS**

- 2.1. The SUC President is eligible only if BU is eligible. If eligible, the PBB rate for FY 2019 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019.
- 2.2. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the University's CSC-approved Strategic Performance Management System (SPMS).
- 2.3. 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.
- 2.4. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he / she served the longest. If equal months were served for each agency, he / she shall be included in the recipient agency.
- 2.5. Officials and employees who transferred from one government agency that are non-participating in the implementation of the PRR shall be rated by the agency where he / she

rata basis corresponding to the actual length of service to the participating implementing agency.

- 2.6. An official or employee who has rendered a minimum of nine (9) months of service in FY 2019 and at least "Satisfactory" rating may be eligible for the full grant of PBB.
- 2.7. An official or employee who rendered less than nine (9) months of service during FY 2019 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-rata basis 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%

The following are 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 leave with or without pay
  - g. Scholarship / study leave
  - h. Sabbatical leave
- 2.8. An employee who is on vacation leave or sick leave, with or without pay, for the entire FY 2019 is not eligible to the grant of PBB.
  - 2.9. Personnel found guilty of administrative and / or criminal cases by final and executory judgment in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB.
  - 2.10. Officials and employees who failed to submit the 2018 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, shall not be entitled to the FY 2019 PBB.
  - 2.11. Officials and employees who failed to liquidate all 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, shall not be entitled to the FY 2019 PBB.
  - 2.12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
  - 2.13. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS forms, as these will be the basis for the release of FY 2019 PBB to individuals.
  - 2.14. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department / agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the agency fails to comply with any of these requirements.

### 3.0 RANKING OF DELIVERY UNITS

- 3.1. Delivery units eligible for FY 2019 PBB shall be forced rank according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- 3.2. The determination of Delivery Units is in accordance with the Master List of Departments / Agencies per IATF MC 2019 – 1. A delivery unit is the primary subdivision of the University performing substantive functions, technical services or administrative support, as reflected in the University's Organizational Structure.
- 3.3. To facilitate the ranking of Delivery Units, the University may group or cluster the Delivery Units based on the similarities of tasks and responsibilities for the purpose of evaluating and ranking group and individual performance.
- 3.4. For purpose of clarity, the Delivery Units shall be formed from the following:
- 3.3.1. Colleges and Institutes
  - 3.3.2. Administrative Clusters of colleges / units in BU Main and East Campuses based on Administrative Order 250, s. 2016 and external campuses.
  - 3.3.3. Offices under the General Administration and Support Services (GASS)
- 3.5. The ranking of Colleges and Institutes shall be based on SPMS / OPCR / rating and contribution to the attainment of Physical Targets in the FY 2019 General Appropriations Act.
- 3.6. The ranking of Administrative Clusters of colleges / units in BU Main and East Campuses as well as external campuses shall be based on the mean IPCR rating of personnel and clientele satisfaction survey of support services of the colleges / units in the cluster.
- 3.7. The ranking of offices under the General Administration and Support Services (GASS) shall be based on the mean IPCR rating of personnel and clientele satisfaction survey of support services for the whole University.
- 3.8. The Performance Management Team (PMT) shall deliberate on the final rating and ranking of Delivery Units based on their accomplishments vis-à-vis Major Final Outputs / Program, Activities, and Projects, and Success Indicators in the SPMS, and recommend to the SUC President for final rating of Delivery Units.
- 3.9. The University will respect the decision of the IATF if one or some is disqualified in the PBB after their evaluation.

### 4.0 RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's Delivery Unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

<b>Ranking</b>	<b>Performance Category</b>
Best Delivery Unit	0.650
Better Delivery Unit	0.575
Good Delivery Unit	0.500

### 5.0 CASCADING OF SYSTEM OF RANKING DELIVERY UNITS

The system of ranking delivery units for the grant of the FY 2019 Performance-Based Bonus (PBB) shall be cascaded to the delivery units through a special meeting with the heads of the Delivery Units and officials of the University by the Office of the President. The materials for cascading to individual employees shall be provided to the heads of offices through the official

## **6.0 BASIS FOR INTERPRETATION**

The Memorandum Order No. 2019 – 1 issued on September 3, 2019 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems shall be the basis in clarifying issues in case of vague provisions. The SPMS as approved by the Civil Service Commission shall support the implementation of the FY 2019 PBB.

Queries about the system of ranking delivery units for the grant of the FY 2019 Performance-Based Bonus (PBB) shall be referred to the Performance Management Team (PMT) through the Office of the Vice President for Administration and Finance,

## **7.0 EFFECTIVITY**

These guidelines shall be in effect for the FY 2019 Performance-Based Bonus implementation until a new guideline has been issued by the Inter-Agency Task Force.



**ARNULFO M. MASCARIÑAS, Ph.D.**  
SUC President IV

\*Departments / agencies shall cascade to their employees the procedure in ranking offices / delivery units. This document shall be posted on the agency TS page on or before October 1, 2019.