

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

Department/Agency: Department of Science and Technology – Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)

I. Objective

To provide guidelines/mechanics in ranking the delivery units of DOST-PCIEERD for the grant of 2019 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2019-1 dated 3 September 2019 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s.2011).

II. Coverage

This covers all regular plantilla personnel of DOST-PCIEERD.

III. Eligibility of Individuals

As prescribed in the Memorandum Circular 2019-1 of the IATF, the following criteria should be satisfied:

- 3.1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 3.2. 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. 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.
- 3.4. Officials and employees 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 official/employee 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 3.6.
- 3.5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 3.6. An 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Services	% 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

- 3.7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
- 3.8. 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 to the PBB.
- 3.9. 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.
- 3.10. 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.
- 3.11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

IV. Ranking of Delivery Units

The Divisions/Delivery Units shall meet the criteria and conditions provided in the Memorandum Circular 2019-1 of the IATF.

Below are the seven (7) Delivery Units of the Council that will be ranked based on their performance using the criteria in Section 4.2.

4.1. Delivery Units

No	Delivery Units
1	Office of the Executive Director (OED)/Policy Coordination and Monitoring Division (PCMD)/ Information Group (IG)
2	Finance and Administrative Division (FAD)
3	Industrial Technology Development Division (ITDD)

No	Delivery Units
4	Emerging Technology Development Division (ETDD)
5	Energy and Utilities Systems Technology Development Division (EUSTDD)
6	Research Information and Technology Transfer Division (RITTD)
7	Human Resource and Institution Development Division (HRIDD)


4.2. Criteria for Ranking Delivery Units

Criteria	Rate
Rating of the Division Performance Commitment Report (DPCR)	80%
Budget Utilization Rate (BUR) (Obligation/Allotment) of the Division	20%
TOTAL	100%

4.3. Ranking of Delivery Units/Divisions

Ranking	% of the Total # of Delivery Units	PBB as % of the Monthly Basic Salary
Best	10% - 1 Division	65%
Better	25% - 2 Divisions	57.5%
Good	65% - 4 Divisions	50%


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Date: 30 Sept 2019

Date: