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**GUIDELINES ON RANKING OF DELIVERY UNITS
 FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

The News and Information Bureau-Performance Management Team (NIB-PMT) uses the Strategic Performance Management System (SPMS) in rating the performance of NIB employees. They shall implement the following guidelines in ranking of delivery units in conformity with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1 dated March 09, 2017:

1.0. Ranking of Delivery Units

1.1. The delivery units that meet the criteria and conditions in Section 4.1 of Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1 dated March 09, 2017 are eligible to the FY 2017 PBB.

1.2. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

1.3. The NIB delivery units are the following:

- a. Office of the Director and Assistant Director
- b. Financial and Administrative Division
- c. Presidential Press Staff
- d. Media Accreditation and Relations Division
- e. Philippines News Agency

1.4. The resulting ranking of offices/delivery units shall be indicated in the Form 1.0 – Report on Ranking of Delivery Units.

1.5. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.

1.6. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

2.0 Eligibility of Individuals

- 2.1. The Head of the Agency is eligible only if his/her agency is eligible. If eligible, his/her PBB rate for FY 2017 shall be equivalent to 65% of his/her monthly basic salary. He/She shall not be included in the Form 1.0 - Report on Ranking of Delivery Units.
- 2.2. 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 CESPES. CESPES covers all incumbents of CES positions, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
- 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 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.
- 2.5. 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.
- 2.6. 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 PBB on a pro-rata 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 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
- 2.7. An employee who is on vacation and sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.

- 2.8. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 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.
- 2.9. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
- 2.10. Officials and employees who failed to liquidate all cash advances received in FY 2017 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 2017 PBB.
- 2.11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
- 2.12. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the FY 2017 PBB if the Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015. *(as per Section 7.14 IATF MC No. 2017-1 dated March 9, 2017)*
- 2.13. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following *(as per Section 7.15, IATF MC No. 2017-1 dated March 9, 2017)* :
- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015.
 - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
 - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan, and the Questionnaire on before March 31, 2017. The APCPI Tool may be downloaded from the GPPB website using this link: **<http://www.gppb.gov.ph/apcpi/apcpi.html>**.
- 2.14. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB. *(as per Section 7.16, IATF MC No. 2017-1 dated March 9, 2017)*
- 2.15. Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Agency fails to comply with the said requirement. *(as per Section 7.17, IATF MC No. 2017-1 dated March 9, 2017)*

- 2.16. Officials and employees responsible for posting and dissemination of the Agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Agency fails to comply. (as per Section 7.18, IATF MC No. 2017-1 dated March 9, 2017)

These guidelines shall take effect immediately.

Prepared by:



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Approved by:



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