

Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
GOVERNMENT ARSENAL
Camp General Antonio Luna
Limay, Bataan

MEMORANDUM TO:

All Division Supts/Chief of Offices/GA Personnel

**Subject: Guidelines on the Grant of the Performance-Based
Bonus for FY 2016**

1. Reference:

Inter-Agency Task Force (AO 25) MC No. 2016-1 dated May 12, 2016

2. Purpose:

This Memorandum is issued to inform GA personnel about the prescribed criteria and conditions for the grant of the PBB for FY 2016.

3. Coverage:

All officials/employees holding regular plantilla positions

4. Eligibility of individuals

- 4.1 .Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on IPPMS.
- 4.2. Third Level officials should receive a rating of at least "Satisfactory" under the CESPES for an uninterrupted period of at least three (3) months. Payment of the PBB shall be contingent on the release of result of the CESPES.
- 4.3. 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5months 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

- 4.4. 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.
- 4.5. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment 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.
- 4.6. Officials or employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memo Circular No. 3 (s. 2015), shall not be entitled to the FY 2016 PBB.
- 4.7. Officials and employees who failed to submit their complete IPPMS Forms shall not be entitled to the FY 2016 PBB.
- 4.8. Division Superintendents/Chief of Offices should ensure that their respective personnel submitted their SALN and IPPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

5. RATING AND RANKING OF DIVISIONS/DELIVERY UNITS:

5.1. Divisions/units shall be forced ranked according to the following categories:

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

5.2. Ranking of Divisions/delivery units shall be in accordance with the approved criteria set by the GA Performance Management Team (PMT) as follows:

Criteria	Description	Points	Responsible Office
Division/Unit Accomplishment	This will be based on physical accomplishment of target by MFO (40%) and attendance (20%)	60	PLD/AD
Timeliness/Completeness of submission of documents/reports	This will be measured through the timeliness and completeness of submission of OPCR, IPCR, Annual Budget, APP, SALN.	40	PLD, AD, FMD
	TOTAL	100	

5.3. System in rating and ranking of division/unit shall be based on the following standard set by the PMT/TWG:

STANDARD	POINTS WEIGHT
Physical Accomplishment (per annual target) 100% accomplishment - 40 95-99% accomplishment - 39 90% accomplishment - 38	40
Attendance	20
Computed as follows: $\text{Attendance} = \frac{\text{no. of days present}}{\text{available working days (annual)}} \times 20\%$	
Timeliness/completeness of submission of documents/reports	40
a. OPCR (PLD) – 10 b. IPCR (AD) – 10 c. Annual Budget (FMD) – 5 d. Annual Procurement Plan (PLD) – 10 e. SALN (AD) – 5	

5.2. Division/unit shall be clustered based on the issued guidelines of IATF as follows:

<u>Division/Unit</u>	<u>Cluster</u>
CAPD, CBD, EXD	Technical
PLD, QAD, ED, SARUU	Support
Admin, FMD, ODA	Administrative

5.3. Ranking distribution of divisions/unit per cluster shall be based on the performance category as follows:

Division/Unit Cluster	Performance Category	Allocation
Technical	Best Division/Unit (10%)	1
Support		
Administrative		
Technical	Better Division/Unit (25%)	1
Support		1
Administrative		1
Technical	Good Division/Unit (65%)	6
Support		
Administrative		

5.4 The resulting ranking of division/unit shall be indicated in Form 1.0 and there shall no longer be a ranking of individuals within the division/ unit.

6. RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance rating/ranking of the division/unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php 5,000.00:

<u>Performance Category</u>	<u>PBB as % of Monthly Basic Salary</u>
Best Division/Unit (10%)	65%
Better Division/Unit (25%)	57.50%
Good Division/Unit (655)	50%

7. EFFECTIVITY

This Memo shall take effect immediately.


JONATHAN C MARTIR
Director