

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

October 28, 2016

**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:**

MC No. 2016-1 dated May 12, 2016 of Inter-Agency Task Force (AO 25) with the same subject.

**2. Purpose:**

This Memorandum is issued to prescribe the criteria and conditions for the grant of the Performance Based Bonus (PBB) for FY 2016.

**3. Coverage:**

All GA officials / employees holding regular plantilla position.

**4. Eligibility of individuals**

- 4.1. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the Integrated Personnel Performance Management System (IPPMS).
- 4.2. Third Level officials should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES) for an uninterrupted period of at least three (3) months. Payment of the PBB shall be contingent on the release of results 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:

<u>Length of Service</u>	<u>% of PBB Rate</u>
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
- 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 final 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 liquidate within the prescribed period the cash advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
- 4.8. Officials and employees who failed to submit their complete IPPMS Forms shall not be entitled to the FY 2016 PBB.
- 4.9. Division Superintendents / Chief of Offices should ensure that their respective personnel submitted their FY 2015 SALN, liquidated their FY 2016 Cash Advances, and completed 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. Division shall be forced ranked according to the following categories:

<u>Ranking</u>	<u>Performance Category</u>
Top 10%	Best Division
Next 25%	Better Division
Next 65%	Good Division

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

Criteria	Description	%	Responsible Office
Division 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 submis- sion of IPCR, Annual Budget Proposal, APP, SALN.	40	PLD, AD, FMD
<b>TOTAL -----</b>		<b>100</b>	

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

<u>STANDARD</u>	<u>% WEIGHT</u>
<b>Physical Accomplishment (per annual target)</b>	<b>40</b>
100% accomplishment - 40	
95-99% accomplishment - 39	
90-94% accomplishment - 38	
<b>Attendance</b>	<b>20</b>
Computed as follows:	
Attendance = $\frac{\text{Total working days} - \text{ineffective Mandays}}{\text{Total working days}} \times 20\%$	
<b>Timeliness/completeness of submission of documents/reports</b>	<b>40</b>
a. IPCR (AD)	10
b. Annual Budget Proposal (FMD)	10
c. PPMP/APP (PLD)	10
d. SALN (AD)	10

5.4. Division shall be clustered based on the issued guidelines of IATF as follows:

<u>Division/Unit</u>	<u>Cluster</u>
CAPD, CBD, EXD	Manufacturing
PLD, QAD, ED	Technical Support
Admin, FMD, ODA (SARUU, GASSO, HOSP, ALO, SMO, GAMMLO, ICO)	Administrative Support

5.5. Ranking distribution of division/office shall be based on the performance category as follows:

<u>Performance Category</u>	<u>Allocation</u>
Best Division/Office (10%)	1
Better Division/Office (25%)	2
Best Division/Office (65%)	6

5.6. The resulting ranking by the division/office shall be indicated in Form 1.0 for submission to IATF.

## 6. RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance rating/ranking of the division where they belong, based on the individual 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/Office (10%)	65%
Better Division/Office (25%)	57.50%
Good Division/Office (65%)	50%

## 7. EFFECTIVITY

This Memo shall take effect immediately.

  
**JONATHAN C MARTIR**  
Director