

## **AMENDED GUIDELINES ON RANKING & RATING DELIVERY UNITS AND INDIVIDUALS AS BASIS FOR GRANTING THE PERFORMANCE-BASED BONUS (PBB)**

### **1.0 BACKGROUND**

Pursuant to Executive Order (EO) No. 80, s.2012 (Directing the Adoption of a Performance-Based Incentive System for Government Employees) and Memorandum Circular (MC) 2012-01 (Guidelines on the Cascading of Department Performance Targets in line with EO. No. 80) issued by the Administrative Order (AO) 25 Inter-Agency Task Force (IATF), a Performance Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the National Government beginning Fiscal Year (FY) 2012.

The PBB shall be characterized by a system of ranking Delivery Units and personnel within a Department/Agency according to their contribution to their respective Department/Agency performance. Such performance shall be measured by verifiable and sustainable indicators based on their Major Final Outputs (MFOs), commitments to the President supportive of the priorities under EO 43, s. 2011; and good governance conditions specified in MC 2012-02, MC 2012-02-A, MC 2013-01, MC 2014-3, MC 2014-4, MC 2015-1 and **MEMORANDUM CIRCULAR NO. 2016-1** issued by the AO 25 IATF on October 16, 2012, October 31, 2012, August 2, 2013, April 21, 2014 December 3, 2014, July 24, 2015, August 12, 2015 and **May 12, 2016 respectively**.

Per IATF MC 2016-01, to qualify for PBB, the Agency needs to meet all the following criteria and conditions:

- 1.1 Achieved 100% of each Major Final Outputs (MFO), Operations (OPS), Support to Operations (STO) and General Administrative Support Services (GASS) targets for the Fiscal Year;  
For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their Corporate Operating Budgets shall be used as basis in assessing their performance and determining eligibility for the Performance-Based Bonus
- 1.2 Satisfied 100% of three (3) good governance conditions under Section 6.0 of IATF MEMORANDUM CIRCULAR NO. 2013-01 based on the performance drivers of the Results-Based Performance Management System (RBPMS):
  - a. Maintain/Update the Agency Transparency Seal as mandated in Section 93 of the General Appropriations Act of 2013 (or RA 10352)

Agency Transparency Seal page should be accessible by clicking on the transparency Seal logo on the Home page. Agency Transparency Seal should contain the following documents:

a.1 Annual Reports

a.2 DBM-Approved Budget and Targets for PBB Fiscal Year

a.3. Annual procurement plan (APP)

a.4. Agency Transparency Seal should include the posting of the agency's i) system of ranking delivery units and individuals; and ii) Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable as indicated in Section 4.2.a of MC 2015-01.

a.5. The system of ranking delivery units and individuals should be posted in the agency transparency seal and disseminated to employees not later than October 30 of the PBB Fiscal Year.

b. Maintain/Update the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA9184.

c. Update the department's/agency's Citizen's Charter or its equivalent, Service Charter, to reflect at least 3 improvements in service delivery as mandated by RA 9485 and post the Citizen's Charter or its equivalent in the department/agency website.

1.3 Use of the Strategic Performance Management System (SPMS) as basis for rating performance of First and Second level employees;

1.4 Budget Utilization Rate (BUR), which shall consist of:

a. Obligations BUR computed as obligations against all allotments issued for PBB Fiscal Year.

b. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in PBB Fiscal Year.

1.5 Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);

1.6 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;

1.7 Compliance with Section 3e of Administrative Order (AO) No. 46 s.2015 which requires agencies to submit their respective Annual Procurement Plan (APP);

a. Agency Transparency Seal should include the posting of the following:

a.1) Agency's system of ranking delivery units; the system of ranking delivery units should be posted in the agency transparency seal and disseminated to employees.

a.2) Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable

Failure to meet any of the above conditions shall render the Agency ineligible for the PBB.

## 2.0 PURPOSE

These Guidelines aims to provide the mechanics for:

- 2.1 Ranking the Delivery Units of SBMA based on performance targets;
- 2.2 Distributing the PBB to qualified Delivery Units, and personnel of the Agency.

## 3.0 COVERAGE

3.1. All Delivery Units, Departments and Offices of SBMA.

3.2. SBMA officials and employees holding regular positions, government contractual, co-terminus, and casual positions having an employer-employee relationship with the SBMA. However, they should have rendered at least three (3) months of service within the PBB Fiscal Year.**(See Section 8.10 for pro-rata basis computation)**

## 4.0 DELIVERY UNITS TO BE RANKED FOR PBB

The Delivery Units that will be ranked for the PBB under Operations (OPS), Support to Operations (STO) and General Administrative and Support Services (GASS) are the following:

1. Business and Investment Group**(OPS)**
2. Operations Group**(OPS)**
3. Regulatory Group**(OPS)**
4. Tourism Group **(OPS)**
5. Chairman and Administrator Group **(STO)**
6. Public Works Group **(STO)**
7. Municipal Group**(STO)**
8. Legal Affairs Group**(STO)**
9. Administration Group **(GASS)**
10. Finance Group**(GASS)**

Below is the list of Departments/Offices under each Delivery Units:

### A. OPERATIONS (OPS)

#### 1. Business and Investment Group

- a. Office of the Senior Deputy Administrator for Business & Investment
- b. Office of the Deputy Administrator for Business Group
- c. General Business and Investment Department
- d. Business and Investment Department for Manufacturing and Maritime
- e. Business and Investment Department for Leisure
- f. Business and Investment Department for ICT
- g. Business and Investment Department for Logistics (Promo and Marketing Dept.)
- h. Land and Asset Development Department

**2. Operations Group**

- a. Office of the Senior Deputy Administrator for Port Operations
- b. Airport Department
- c. Seaport Department
- d. Trade Facilitation and Compliance Department

**3. Regulatory Group**

- a. Office of the Senior Deputy Administrator for Regulatory Group
  - Registry Office
  - Visa and Accreditation Office
- b. Building Permit and Safety Department
- c. Ecology Center
- d. Motor Vehicle Registration Office

**4. Tourism Group**

- a. Tourism Department

**B. SUPPORT TO OPERATIONS (STO)**

**1. Chairman and Administrator's Group**

- a. Office of the Chairman and Administrator
- b. Board Secretariat
- c. Intelligence Office
- d. Internal Audit Service
- e. Planning and Development Office
- f. Public Relations Office
- g. Media Production Department

**2. Public Works Group**

- a. Office of the Deputy Administrator for Public Works and Technical Services
- b. Engineering Services Department
- c. Maintenance and Transportation Department
- d. Telecommunications Department
- e. Utilities Department

**3. Legal Affairs Group**

- a. Office of the Deputy Administrator for Legal Affairs
- b. Legal Department
- c. Labor Department

**4. Municipal Group**

- a. Office of the Senior Deputy Administrator for Support Services
- b. Fire Department
- c. Law Enforcement Department
- d. Public Health & Safety Department

## **C. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES (GASS)**

### **1. Administration Group**

- a. Office of the Deputy Administrator for Administration
- b. Total Quality Management Office
- c. Human Resource Management Department
- d. Procurement and Property Management Department
- e. Office Services Department
- f. Management Information System Office

### **2. Finance Group**

- a. Office of the Deputy Administrator for Finance
- b. Accounting Department
- c. Financial Planning and Budget Department
- d. Treasury Department

## **5.0 The Performance Management Group(PMG)**

The PMG created under SBMA Board Resolution No. 13-04-4748 last April 19, 2013, shall directly oversee the performance of the Delivery Units. It shall assist the Head of the Agency in:

- a) Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the department/office performance commitment and rating form;
- b) Ensures that Office/Department targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Departments/Units is rationalized;
- c) Recommends approval of the office/department/delivery unit commitment and rating to the Head of Agency;
- d) Acts as appeals body and final arbiter for performance management issues of the agency;
- e) Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- f) Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations.
- g) Assess the performance of the different Delivery Units and assist in ranking them according to performance criteria;
- h) Adopts and undertake a communications strategy on matters pertaining to the PBB;
- i) Publishes the performance targets and its progress in the SBMA website for the employees to access;
- j) Sets up of a Help Desk to respond to queries and comments on the SBMA targets and accomplishments;
- k) Sets up an appeals mechanism which can respond to and redress PBB issues and concerns brought forward by a SBMA official or employee;
- l) Ensures adherence to the criteria and guidelines of the PBB;
- m) Conducts spot checking or audit on the Delivery Unit's accomplishment reports and submittals;

n) Develops and implements an internal communications strategy on PBIS for the Feedback and Change Management **as stated in Section 13.0 of IATF MC 2016-01**. The PMG shall make sure that the following activities are implemented:

1. Engage all employees in understanding the PBIS, the performance targets of their respective delivery unit, as well as the services and outputs that they will need to deliver in order to meet the set targets;
2. Disseminate the performance targets and accomplishments of the agency to all employees through the intranet and other means, as well as the publication to the agency website for public information.
3. Adopt and undertake a communications strategy to disseminate the Delivery Unit performance targets and accomplishments to their employees through the intranet and other means;
4. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the agency.
5. Set up a complaints mechanism to respond to the PBIS-related issues and concerns raised by officials and employees.

5.1 The PMG shall be composed of the following:

Chairperson	:	Deputy Administrator for Administration
Vice-Chairperson	:	Deputy Administrator for Business Group
Members	:	Deputy Administrator for Finance* Manager, Human Resource Management Department Manager, Planning and Development Office Manager, Airport Department Manager, Legal Department Manager, Tourism Department Head, Total Quality Management Head, Trade Facilitation and Compliance Department Division Chief, Manpower Development Division (HRMD) President of the Accredited Employee Association

*\* In the absence of the Chairperson and Vice-Chairperson the Deputy Administrator for Finance shall act as Vice-Chairperson.*

## 6.0 DETERMINING ELIGIBILITY OF DELIVERY UNITS FOR PBB

6.1 To be eligible to the PBB, Delivery Units must have achieved by December 29 of the Fiscal Year 100% of each of their performance targets for the fiscal year laid in the PDO-DUPCR 03 form (attached herewith as Annex 3) as a template for reporting. The said form also includes additional criteria set forth by the PMG for forced ranking (refer to item 7.2). These forms must be submitted to the PMG secretariat within the required date, and shall serve as the primary basis for measuring performance. All Delivery Units must also comply with the applicable good governance conditions (please refer to item 1.2) as an eligibility requirement for the PBB. A **mandatory 5% increase** in Performance Indicator Target from previous year if Performance Measure is quantity based shall be applied.

All Departments/Offices must have achieved by December 29 of the Fiscal Year 100% of each of their performance targets for the fiscal year laid in the PDO-DPCR 02 & PDO-OPCR 06 form (attached herewith as Annex 2 & Annex 6) as a template for reporting. Including the set target on Budget Utilization Rate (BUR) for Obligation and Disbursement.

6.2 Delivery Units/Departments/Offices that do not meet the criteria and conditions set forth above shall not be eligible for the PBB.

**7.0 RATING AND RANKING OF PERFORMANCE OF DELIVERY UNITS/DEPARTMENTS**

7.1 Delivery Units eligible for the PBB in each cluster shall be subjected to **forced ranking** according to the extent/degree of their contribution in the achievement of the performance targets of SBMA and the Additional Criteria set forth by the PMG. The qualified Delivery Units shall be ranked accordingly:

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

7.2 The performance indicators determined for PBB and the additional criteria developed to supplement them shall be the main parameters to be used by the PMG in ranking the different Delivery Units.

7.3 The SBMA PMG shall recommend to the Head of the Agency, for his/her final decision, which Delivery Units will be the Good, Better, or Best according to the additional criteria pursuant to the following guidelines:

**TABLE 1: PBB FORCED RANKING POINT SYSTEM FOR SBMA DELIVERY UNITS/DEPTS**

<b>PBB FORCED RANKING POINT SYSTEM FOR SBMA DELIVERY UNITS/DEPTS</b>	
A. PERFORMANCE INDICATOR(PI)/MAJOR FINAL OUTPUT(MFO)DELIVERY UNIT'S TOTAL PI	90 Points
B. 1. ATTENDANCE AT WORK (5pts.) 2. SBMA ACTIVITIES (2pts.) 3. FLAG RAISING CEREMONY (2pts.) 4. FLAG LOWERING CEREMONY DELIVERY(1pt.) UNIT'S/DEPT TOTAL PERSONNEL	10 Points
<b>TOTAL</b>	<b>100 Points</b>

- A. Performance Indicator(PIs)/Major Final Output(MFO)- those who achieved their PIs targets shall receive the corresponding points depending on the percentage of achievement:

**TABLE 2: Delivery Unit(DU)/Dept. Total PIs/MFO PBB Equivalent Points**

<b>% of DU/Department Total PIs/MFO Equivalent Points Received</b>	<b>PBB Equivalent Points</b>	<b>% of DU/Department Total PIs/MFO Equivalent Points Received</b>	<b>PBB Equivalent Points</b>
<b>100% =</b>	<b>70 Points</b>	<b>112 - 113% =</b>	<b>81 points</b>
<b>101% =</b>	<b>71 Points</b>	<b>114 - 115% =</b>	<b>82 Points</b>
<b>102% =</b>	<b>72 Points</b>	<b>116 - 117% =</b>	<b>83 Points</b>
<b>103% =</b>	<b>73 Points</b>	<b>118 - 119% =</b>	<b>84 Points</b>
<b>104% =</b>	<b>74 Points</b>	<b>120 - 121% =</b>	<b>85 Points</b>
<b>105% =</b>	<b>75 Points</b>	<b>122 - 123% =</b>	<b>86 Points</b>
<b>106% =</b>	<b>76 points</b>	<b>124 - 125% =</b>	<b>87 Points</b>
<b>107% =</b>	<b>77 points</b>	<b>126 - 127% =</b>	<b>88 Points</b>
<b>108% =</b>	<b>78 points</b>	<b>128 - 129% =</b>	<b>89 Points</b>
<b>109% =</b>	<b>79 points</b>	<b>Over 130% =</b>	<b>90 Points</b>
<b>110 - 111% =</b>	<b>80 points</b>		

*Note: Equivalent points of Delivery Unit's PIs shall be derived from the Delivery Unit's total percentage points of accomplished PIs/MFOs over target of the current year.*

*(Delivery Unit's total percentage points are derived from "total sum of the weighted average score of core functions, strategic priority and support functions")*

A.1. The Performance Indicator(PI)/Major Final Output (MFO) Weight: The PI/MFO weight were formulated by the PMG based on each importance as illustrated on the Table 3. The PI/MFO weight correspond based on the declared PI/MFO by the Delivery Units/Departments & Individuals.

**TABLE 3: Major Final Output Weight**



Delivery Units/Departments & Individuals Performance Indicator/Major Final Output Weight:							
With Core Functions, Strategic Priority & Support Function		With Core Functions & Strategic Priority Only		With Core Functions & Support Functions Only		Core Functions Only	
a. Core Functions	65%	a. Core Functions	70%	a. Core Functions	95%	a. Core Functions	100%
b. Strategic Priority	30%	b. Strategic Priority	30%	c. Support Functions	5%		
c. Support Functions	5%						
Total	100%	Total	100%	Total	100%	Total	100%

**TABLE 3.1 Weight computation sample for PI/MFO with Core Functions, Strategic Priority & Support Function**

Performance Indicator/Major Final Output	FY 2016 TARGET VS. ACTUAL ACCOMPLISHMENT*	EQUIVALENT PERCENTAGE POINTS
<b>a. Core Functions(CF)</b>		
Performance Indicator No 1	176%	180.0000%
Performance Indicator No 2	172%	175.0000%
Performance Indicator No 3	166%	170.0000%
Performance Indicator No 4	161%	165.0000%
Performance Indicator No 5	155%	160.0000%
Performance Indicator No 6	151%	155.0000%
Performance Indicator No 7	145%	150.0000%
Performance Indicator No 8	143%	145.0000%
Performance Indicator No 9	135%	140.0000%
Performance Indicator No 10	131%	135.0000%
Total Average CF		157.5000%
Total Average CF x 65% Weight=CF65%		102.3750%
<b>b. Strategic Priority(SP)</b>		
Performance Indicator No 1	145%	150.0000%
Performance Indicator No 2	143%	145.0000%
Total Average SP		147.5000%
Total SP x 30% Weight=SP30%		44.2500%
<b>c. Support Functions (SF)</b>		
Performance Indicator No 1	1.6125	165.0000%
Performance Indicator No 2	1.5525	160.0000%
Total Average SF		162.5000%
Total SF x 5% Weight=SF5%		8.1250%
Total PI/MFO (SUM of CF65% +, SP30%,+ SF5%)		154.7500%
PBB EQUIVALENT POINTS>>>		<b>90.00 pts.</b>

**TABLE: 3.2 Weight computation sample for PI/MFO with Core Functions & Strategic Priority.**

<b>Performance Indicator/Major Final Output Weight: With No Support Functions</b>	<b>FY 2016 TARGET VS. ACTUAL ACCOMPLISHMENT*</b>	<b>EQUIVALENT PERCENTAGE POINTS</b>
<b>a. Core Functions(CF): Total Average CF x 70% Weight=CF70%</b>		
Performance Indicator No 1	176%	180.0000%
Performance Indicator No 2	172%	175.0000%
Performance Indicator No 3	166%	170.0000%
Performance Indicator No 4	161%	165.0000%
Performance Indicator No 5	155%	160.0000%
Performance Indicator No 6	151%	155.0000%
Performance Indicator No 7	145%	150.0000%
Performance Indicator No 8	143%	145.0000%
Performance Indicator No 9	135%	140.0000%
Performance Indicator No 10	131%	135.0000%
Total Average CF		157.5000%
Total Average CF x 70% Weight=CF70%		110.2500%
<b>b. Strategic Priority(SP): Total SP x 30% Weight=SP30%</b>		
Performance Indicator No 1	145%	150.0000%
Performance Indicator No 2	143%	145.0000%
Total Average SP		147.5000%
Total Average SP x 30% Weight=SP30%		44.2500%
Total (SUM of CF70% +, SP30%)		154.5000%
PBB EQUIVALENT POINTS>>>		90 PTS.

**TABLE 3.3 Weight computation sample for PI/MFO with Core Function and Support Functions only**

<b>Performance Indicator/Major Final Output Weight: With No Strategic Priority</b>	<b>FY 2016 TARGET VS. ACTUAL ACCOMPLISHMENT*</b>	<b>EQUIVALENT PERCENTAGE POINTS</b>
a. Core Functions(CF): Total Average CF x 95% Weight=CF95%		
Performance Indicator No 1	176%	180.0000%
Performance Indicator No 2	172%	175.0000%
Performance Indicator No 3	166%	170.0000%
Performance Indicator No 4	161%	165.0000%
Performance Indicator No 5	155%	160.0000%
Performance Indicator No 6	151%	155.0000%
Performance Indicator No 7	145%	150.0000%
Performance Indicator No 8	143%	145.0000%
Performance Indicator No 9	135%	140.0000%
Performance Indicator No 10	131%	135.0000%
Total Average CF		157.5000%
Total Average CF x 95% Weight=CF95%		149.6250%
c. Support Functions (SF)		
Performance Indicator No 1	1.6125	165.0000%
Performance Indicator No 2	1.5525	160.0000%
Total Average SF		162.5000%
Total SF x 5% Weight=SF5%		8.1250%
Total (SUM of CF70% +, SP30%)		157.7500%
PBB EQUIVALENT POINTS>>>		90 PTS.

**TABLE 3.4 Weight computation sample for PI/MFO with Core Function only**

<b>Performance Indicator/Major Final Output Weight:</b>	<b>FY 2016 TARGET VS. ACTUAL ACCOMPLISHMENT*</b>	<b>EQUIVALENT PERCENTAGE POINTS</b>
<b>a. Core Functions(CF)</b>		
Performance Indicator No 1	176%	180.0000%
Performance Indicator No 2	172%	175.0000%
Performance Indicator No 3	166%	170.0000%
Performance Indicator No 4	161%	165.0000%
Performance Indicator No 5	155%	160.0000%
Performance Indicator No 6	151%	155.0000%
Performance Indicator No 7	145%	150.0000%
Performance Indicator No 8	143%	145.0000%
Performance Indicator No 9	135%	140.0000%
Performance Indicator No 10	131%	135.0000%
Total Average CF x 100% Weight=CF100%		157.5000%
Total Average		157.5000%

A.2. The PI/MFO Equivalent Percentage points

**TABLE 4: Equivalent Percentage Points for Timeliness & Quantity Performance Measure**

<b>Equivalent Percentage Points for Timeliness &amp; Quantity Performance Measure</b>		
<b>RANGE</b>		<b>Equivalent Percentage Points</b>
<b>FROM</b>	<b>TO</b>	
195.01%	Above 200%	200.000%
190.01%	195.00%	195.000%
185.01%	190.00%	190.000%
180.01%	185.00%	185.000%
175.01%	180.00%	180.000%
170.01%	175.00%	175.000%
165.01%	170.00%	170.000%
160.01%	165.00%	165.000%
155.01%	160.00%	160.000%
150.01%	155.00%	155.000%
145.01%	150.00%	150.000%
140.01%	145.00%	145.000%
135.01%	140.00%	140.000%
130.01%	135.00%	135.000%

125.01%	130.00%	130.000%
120.01%	125.00%	125.000%
115.01%	120.00%	120.000%
110.01%	115.00%	115.000%
105.01%	110.00%	110.000%
100.01%	105.00%	105.00%
100.00%	100.00%	100.00%

**TABLE 4.1: Sample computation for PI/MFO with Timeliness & Quantity Performance Measure:**

MFO/PI (1)	Performance Measure (2)	Target (7)	Actual (10)	TARGET VS. ACTUAL ACCOMPLISHMENT (11a)	EQUIVALENT PERCENTAGE POINTS (11b)
Submission of Quarterly Report to the Delivery Unit Head copy furnish PMG Secretariat	TIMELINESS	Submitted by 10 <sup>th</sup> working day of the ff quarter	Submitted of an average by the 4th day of the ff quarter	<b>160%</b>	<b>160%</b>
Revenue	QUANTITY	100,000	117,500	117.50%	120%

**TABLE 5: Equivalent Percentage Points for Efficiency/Effectiveness and Quality Performance Measures**

Equivalent Percentage Points for Efficiency/Effectiveness & Quality Performance Measure		
RANGE		Equivalent Percentage Points
FROM	TO	
99.20%	100.00%	200.00%
98.28%	99.19%	190.00%
97.36%	98.27%	180.00%
96.44%	97.35%	170.00%
95.52%	96.43%	160.00%
94.61%	95.51%	150.00%
93.69%	94.60%	140.00%
92.77%	93.68%	130.00%
91.85%	92.76%	120.00%
90.93%	91.84%	110.00%
90.01%	90.92%	105.00%
	90.00%	100%
<b>Passing Rate 100% of the Set Target</b>		
90% are the minimum percentage target for all PIs with performance measure of Efficiency and Quality, except for the Customer Feedback with the target of "At least 30% of clients rated the Department services & the BUR"		

**TABLE 5.1: Sample computation for PI/MFO with Efficiency Performance Measure:**

MFO/PI (1)	Performance Measure (2)	Target (7)	Actual (10)	EQUIVALENT PERCENTAGE POINTS (11b)
ATTENDED 90% of Accounts of Evaluation Committee Meeting	Efficiency	90%	99.0384% Or 103/104 AEC Meeting attended	190%

A.3. The Budget Utilization Rate (BUR) Equivalent Percentage points

**TABLE 6.1: Equivalent Percentage Points for BUR–Obligation Rate**

Obligation Rate		
RANGE		Equivalent Percentage Points
FROM	TO	
99.25%	100.00%	200.00%
98.38%	99.24%	190.00%
97.50%	98.37%	180.00%
96.63%	97.49%	170.00%
95.76%	96.62%	160.00%
94.89%	95.75%	150.00%
94.02%	94.88%	140.00%
93.15%	94.01%	130.00%
92.27%	93.14%	120.00%
91.40%	92.26%	110.00%
90.53%	91.39%	105.00%
	90.52%	100%
<b>Passing Rate 100% of the Agency Target -----&gt;</b>		<b>90.52%</b>

**TABLE 6.2: Equivalent Percentage Points for BUR–Obligation Rate**

Disbursement Rate		
RANGE		Equivalent Percentage Points
FROM	TO	
99.97%	100.00%	200.00%
99.85%	99.96%	190.00%
99.73%	99.84%	180.00%
99.61%	99.72%	170.00%
99.49%	99.60%	160.00%
99.37%	99.48%	150.00%
99.25%	99.36%	140.00%
99.13%	99.24%	130.00%
99.01%	99.12%	120.00%
98.89%	99.00%	110.00%
98.77%	98.88%	105.00%
	98.76%	100%
<b>Passing Rate 100% of the Agency Target -----&gt;</b>		<b>98.76%</b>

**TABLE 6.2: Sample computation for BUR Obligation & Disbursement:**

MFO/PI (1)	Performance Measure(2)	Target (7)	Actual (10)	EQUIVALENT PERCENTAGE POINTS (11b)
Budget Utilization Rate - Obligation	EFFICIENCY	90.52%	<b>96%</b>	<b>160%</b>
Budget Utilization Rate - Disbursement	EFFICIENCY	98.75%	<b>99%</b>	<b>110%</b>

B. 1. Attendance at Work (5Pts)

Total actual working days of employee present at work under the DU/Dept. LESS Total number of AWOL incurred by all employees under the DU/Dep (*Contract of Service Employees are not included*) divided by Total Man-days multiply by the number of employee under the DU/Dept. Official leave of absence shall not be deducted from the attendance record. Human Resource Mgmt. Dept. shall provide a certified attendance record to each department for verification.

**TABLE 7: Delivery Unit/Department Sample computation of attendance at work:**

GIVEN: Attendance Man-days: (22 DAYS X12 MONTHS) Number of Employees:10 (6 Old Plantilla Employees 4 Newly Hired Employees on July 1, 2016) Total number of AWOL incurred by all employees under the DU/Dept= 1				
Total actual working days of employee present at work under the DU/Dept. LESS Total number of AWOL incurred by all employees under the DU/Dept	=	ATTENDANCE%	$\frac{(22\text{DAYS} \times 12 \text{ MONTHS} \times 6 \text{ employees}) + (22\text{DAYS} \times 6 \text{ MONTHS} \times 4 \text{ employees}) - 1}{(22\text{days} \times 12 \text{ mos} \times 6\text{pax}) + (22 \text{ days} \times 6\text{mos} \times 4\text{pax})}$	$\frac{(1584 + 528) - 1}{(1584 + 528)} = \frac{2111}{2112} = 99.9527\%$

SUCCESS INDICATOR	TOTAL DU/DEPT WORK ATTENDANCE	% ATTENDANCE AT WORK	PBB POINTS (5)	PBB POINTS EARNED
ACTUAL NO. OF ATTENDANCE	2111	2112/2112 or	99.9527% X 5	4.9976
EXPECTED NO. OF ATTENDANCE	2112	99.9527%		

B. 2. Attendance at SBMA Activities (2Pts)

Attendance at SBMA activities shall be computed by Total actual number of SBMA activities multiply by number of employees under the DU. less Total number of absences incurred by all employees at SBMA activities under the DU. *(Contract of Service Employees are not included)* Total number of SBMA activities multiply by number of employees under the DU. Human Resource Mgmt. Dept. shall provide a certified attendance record at SBMA Activities to each department for verification.

Delivery Unit/Department shall receive the corresponding point based on the percentage of their attended SBMA activities.

**TABLE 8: SBMA Activities Attendance Table Points System for Delivery Unit/Department**

% OF ATTENDANCE		Equivalent Points	
89-100%	=	2.00	pts.
76-88%	=	1.75	pts.
64-75%	=	1.50	pts.
51-63%	=	1.25	pts.
39-50%	=	1.00	pts.
26-38%	=	0.75	pts.
14-25%	=	0.50	pts.
1-13%	=	0.25	pts.

*Note: HRMD shall provide a list of required Agency Activities*

**TABLE 8.1: Delivery Unit/Department Sample computation of attendance at SBMA activities:**

GIVEN:			
Number of SBMA Activities: 8			
Number of Employees:10 (6 Old Plantilla Employees 4 Newly Hired Employees on July 1, 2016)			
Total number of absences incurred by all employees at SBMA activities under the DU/Dept.= 10			
Total actual number of SBMA activities multiply by number of employees under the DU/Dept. LESS Total number of absences incurred by all employees at SBMA activities under the DU/Dept	=	ATTEN DANCE%	
		( 8 SBMA Activities x 6 Employees) + ( 5 SBMA Activities x 4 Employees) LESS (Total no. of absences incurred by all employees at SBMA activities)	( 48+20) -10= 58
		<u>(8x6)+(5x4)</u>	<u>58</u>
Total number of SBMA activities multiply by number of employees under the DU/Dept.			(48+20)= 68
			= <b>58/68 or 85.29% equivalent to 1.75 PBB Points</b>



B.3. Attendance at Flag Raising Ceremony(FRC):

Attendance in FRC shall be computed by total expected number of FRC in a year multiply by the total number of employees under the DU less total absences in FRC of all employees under the DU divided by "Total expected number of FRC in a year multiply by the total number of employees (*Contract of Service Employees are not included*). HRMD shall provide a certified FRC record to each department for verification in accordance with HRMD issued memorandum.

Delivery Unit shall receive the corresponding point based on the percentage of their attended FRC.

**TABLE 9: Flag Raising Ceremony (FRC) Attendance Table Points system for Delivery Unit/Department and Individual**

% OF FRC ATTENDED		Equivalent Points		% OF FRC ATTENDED		Equivalent Points		% OF FRC ATTENDED		Equivalent Points	
85-100%	=	2.00	pts.	57-58%	=	1.30	pts.	29-30%	=	0.60	pt.
83-84%	=	1.95	pts.	55-56%	=	1.25	pts.	27-28%	=	0.55	pt.
81-82-%	=	1.90	pts.	53-54%	=	1.20	pts.	25-26%	=	0.50	pt.
79-80%	=	1.85	pts.	51-52%	=	1.15	pts.	23-24%	=	0.45	pt.
77-88%	=	1.80	pts.	49-50%	=	1.10	pts.	21-22%	=	0.40	pt.
75-76%	=	1.75	pts.	47-48%	=	1.05	pts.	19-20%	=	0.35	pt.
73-74%	=	1.70	pts.	45-46%	=	1.00	pt.	17-18%	=	0.30	pt.
71-72%	=	1.65	pts.	43-44%	=	0.95	pt.	15-16%	=	0.25	pt.
69-70%	=	1.60	pts.	41-42%	=	0.90	pt.	13-14%	=	0.20	pt.
67-68%	=	1.55	pts.	39-40%	=	0.85	pt.	11-12%	=	0.15	pt.
65-66%	=	1.50	pts.	37-38%	=	0.80	pt.	9-10%	=	0.10	pt.
63-64%	=	1.45	pts.	35-36%	=	0.75	pt.	1-8%	=	0.05	pt.
61-62%	=	1.40	pts.	33-34%	=	0.70	pt.				
59-60%	=	1.35	pts.	31-32%	=	0.65	pt.				

**TABLE 9.1: Sample computation of attendance at FRC:**

<b>DELIVERY UNIT SAMPLE FLAG RAISING CEREMONY (FRC) COMPUTATION:</b>					
<b>GIVEN:</b>					
52 FRC/Weeks(Total expected no. of FRC in a year), 10 Employees					
DU/Dept. Employees incurred 70 absences in FRC					
Total Number of Employees:10= (6 Old Plantilla Employees 4 Newly Hired Employees on July 1, 2016)					
Total expected number of FRC in a year multiply by Dus/Dept Total No. of Employees )- Total Absences in FRC of all employees under the DU	=	FRC ATTENDANCE %	(52 FRC x 6 employees) + (26 x 4 employees) LESS 70 Total Absences in FRC of all employees under the DU/Dept.	=	346 = 83.17% equivalent
Total expected number of FRC in a year <b>multiply by Total</b> DUs No. of Employees			<b>(52 FRC x 6 employees) + (26 FRC x 4 employees)</b>		416 <b>to 1.95 PBB pts</b>

B.4. Attendance at Attendance at Flag Lowering Ceremony (FLC)

Attendance in FLC shall be computed by total expected number of FLC in a year multiply by the total number of employees under the DU less total absences in FLC of all employees under the DU divided by "Total expected number of FLC in a year multiply by the number of Employees"(Contract of Service Employees are not included).Official leave of absence that falls on the day with FLC shall not be deducted from the FLC attendance record).HRMD shall provide a certified FLC record to each department for verification in accordance with HRMD issued memorandum.

Delivery Unit shall receive the corresponding point based on the percentage of their attended FLC.

**TABLE 10: Flag Lowering Ceremony (FLC) Attendance Table Points system for Delivery Unit/Department and Individual**

% OF FLC ATTENDED		Equivalent Points		% OF FLC ATTENDED		Equivalent Points		% OF FLC ATTENDED		Equivalent Points	
85-100%	=	1.000	pt.	57-58%	=	0.650	pt.	29-30%	=	0.300	pt.
83-84%	=	0.975	pt.	55-56%	=	0.625	pt.	27-28%	=	0.275	pt.
81-82-%	=	0.950	pt.	53-54%	=	0.600	pt.	25-26%	=	0.250	pt.
79-80%	=	0.925	pt.	51-52%	=	0.575	pt.	23-24%	=	0.225	pt.
77-88%	=	0.900	pt.	49-50%	=	0.550	pt.	21-22%	=	0.200	pt.
75-76%	=	0.875	pt.	47-48%	=	0.525	pt.	19-20%	=	0.175	pt.
73-74%	=	0.850	pt.	45-46%	=	0.500	pt.	17-18%	=	0.150	pt.
71-72%	=	0.825	pt.	43-44%	=	0.475	pt.	15-16%	=	0.125	pt.
69-70%	=	0.800	pt.	41-42%	=	0.450	pt.	13-14%	=	0.100	pt.
67-68%	=	0.775	pt.	39-40%	=	0.425	pt.	11-12%	=	0.075	pt.
65-66%	=	0.750	pt.	37-38%	=	0.400	pt.	9-10%	=	0.050	pt.
63-64%	=	0.725	pt.	35-36%	=	0.375	pt.	1-8%	=	0.025	pt.
61-62%	=	0.700	pt.	33-34%	=	0.350	pt.				
59-60%	=	0.675	pt.	31-32%	=	0.325	pt.				

**TABLE 10.1: Sample computation of attendance at FLC:**

<b>DELIVERY UNIT SAMPLE FLAG LOWERING CEREMONY (FLC) COMPUTATION:</b>					
GIVEN: 52 Weeks(Total expected no. of FLC in a year), 10 Employees DU/Dept. Employees incurred 40 absences in FLC Number of Employees:10 (6 Old Plantilla Employees 4 Newly Hired Employees on July 1, 2016)					
Total expected number of FLC in a year x Dus/Dept Total No. of Employees )– Total Absences in FLC of all employees under the DU	=	FLC ATTENDANCE %	(52 FLC x 6 employees) + (26 x 4 employees) LESS 40 Total Absences in FLC of all employees under the DU/Dept.	=	376 = 90.38%
<hr/>			<hr/>		equivalent to 1 PBB pts
Total expected number of FLC in a year x DUs No. of Employees			(52 FLC x 6 employees) + (26 FLC x 4 employees)		416

**TABLE 10.2: DU/Dept sample computation of Attendance at Work, SBMA Activities, FRC & FLC:**

				<b>PBB POINTS CONVERSION</b>
ATTENDANCE AT WORK :	99.95%	X 5PTS	=	4.9975
ATTENDANCE AT SBMA ACTIVITIES:	85.29%		=	1.75
ATTENDANCE AT FRC :	346/416	83.17%	=	1.9500
ATTENDANCE AT FLC :	376/416	90.38%	=	1.0000
<b>TOTAL POINTS ATTENDANCE AT WORK, SBMA ACTIVITIES, FRC &amp; FLC</b>				<b>9.6975</b>
*See SBMA ACTIVITIES, FRC& FLC ATTENDANCE TABLE POINTS SYSTEM				

7.4 The PMG shall assess the performance of the different Delivery Units using the Delivery Unit Performance Commitment and Review Forms (See Annex 3-PDO-DUPCR-03) and prepare an endorsement of its rating to the Head of Agency for final approval. The Head of Agency shall therein affix his/her signature in the summary page to serve as basis for processing the Performance-Based Bonus (PBB) to be distributed to eligible departments/offices and units.

7.5 Rounding of ranking the Delivery Units shall be to the highest whole number (0.5 up should be rounded to 1).

7.6 The PMG has developed an objective tie-breaking criteria (please refer to item 10.0) for Delivery Units and individuals. In case of tie unresolved among Delivery Units, the PMG shall elevate it to the Chairman and Administrator whose decision shall be enforced as final.

## 8.0 ELIGIBILITY OF INDIVIDUALS

8.1 The eligibility of Chairpersons/Heads of GOCCs covered by DBM will depend on the eligibility and performance of the respective agency. Their PBB rate shall be based on the monthly basic salary as of December 31, 2016 as follows:

**TABLE 11: PBB Rates of Heads of the Agency**

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Agency achieved all Good Governance Conditions(GGCs), and its physical targets in <b>all</b> MFOs STO and GASS Indicators.	65%
Agency achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical target/s due to <b>uncontrollable</b> reasons	57.5%
Agency achieved all GGCs, and has deficiency/ies in <b>one</b> of its physical target/s due to <b>controllable</b> reasons	50%
Note: Heads of agencies shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0	

8.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible subject to a fixed PBB rate of Php 40,130 subject to the following conditions:

- a. The GOCC has qualified for the grant of the FY 2016PBB.

b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;

b. The Board Member has nine (9) months aggregate service as Members of the Board; and

c. The GOCC has submitted its FY 2016 of the Corporate Operating Budget (COB) to DBM within the set deadline.

8.3 To be eligible to the PBB, Individuals must have achieved by December 29 at least 100% of each of their performance targets for the fiscal year laid in the PDO-IPCR-01 (attached herewith as Annex-1) as a template for reporting. The said form also includes additional criteria set forth by the PMG for rating. A **mandatory 5% increase** in Performance Indicator Target from previous year if Performance Measure is quantity based shall be applied.

8.4 There shall be no ranking for individuals, the PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's, monthly basic salary as of December 31 of the fiscal year but not lower than Php 5,000:

**TABLE 12: PBB Rates of Individual Employees**

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Bureau/Office/Delivery Unit(10%)	65%
Better Bureau/Office/Delivery Unit(25%)	57.5%
Good Bureau/Office/Delivery Unit(65%)	50%

8.5 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

8.6 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".

8.7 Personnel on detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

8.8 Personnel who transferred from one government agency to another agency shall be rated and included 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.

8.9 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory performance rating may be eligible to the full grant of the PBB.

8.10 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB

on a pro-rata basis.

The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

**TABLE 13: PBB Pro-rated Table**

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. *Any form of leave with or without pay such as the ff:*
  - d.1 *Rehabilitation Leave;*
  - d.2 *Maternity Leave and/or Extended Paternity Leave;*
  - d.3 *Vacation or Sick Leave;*
  - d.4 *Scholarship/Study Leave;*
  - d.5 *Sabbatical Leave*

***Retired and resigned employees who met the minimum length of service must still submit their IPCR to be eligible for pro-rata computation.***

8.11 An employee who is on vacation or study leave, sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.

8.12 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in the PBB Fiscal Year 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.

8.13 Officials and employees who failed to submit their SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) shall not be entitled to the PBB Fiscal Year.

8.14 Officials and employees who failed to liquidate Cash Advances received in the PBB Fiscal Year within the reglementary period as required by the COA shall not be entitled to the PBB.

8.15 Delivery Unit/Department head should ensure that officials and employees covered by RA 6713 submitted their *current* SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated PBB Fiscal Year Cash Advances, as this will be a basis for the release of *PBB* to individuals.

8.16 Personnel on detail to another government agency for six (6) months or more as of November 30 for every fiscal year shall be included in the list of employees in the recipient agency that rated his/her performance.

8.17 Personnel on detail or transferred by virtue of an office order or promotion to another Delivery Unit for six (6) months or more as of December 30 for every fiscal year shall be included in the list of employees in the recipient Delivery Unit that rated his/her performance.

8.18 Employees belonging to the First and Second Levels who received 'Unsatisfactory' or 'Poor' ratings under the CSC guidelines, shall not be eligible to the PBB.

## 9.0 RATING PERFORMANCE OF INDIVIDUALS

9. Each Delivery Unit shall have their own Delivery Unit Rating Committee to implement an internal communications strategy on PBIS, for the Feedback and Change Management **as stated in Section 13.0 of IATF MC 2016-01**. The Delivery Unit Rating Committee shall directly oversee the performance of the Departments and Individuals under them. The following are its functions:

1. Engage all employees in understanding the PBIS, the performance targets of their respective delivery unit, as well as the services and outputs that they will need to deliver in order to meet the set targets;
2. Disseminate the performance targets and accomplishments of the agency to all employees through the intranet and other means.
3. Adopt and undertake a communications strategy to disseminate the Delivery Unit performance targets and accomplishments to their employees through the intranet and other means;
4. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the agency.
5. Set up a complaints mechanism to respond to the PBIS-related issues and concerns raised by officials and employees.
6. Assess the performance of the individuals in the Delivery Unit and assist in rating them according to performance criteria;
7. Ensure adherence to the criteria and guidelines of the PBB.
8. Ensure that all employees regardless of PBB eligibility status under their DU's are listed at the Delivery Unit Consolidated Rating Summary Sheet.

9.2 The Delivery Unit Rating Committee shall be composed of the following:

Chairman	:	Delivery Unit Head
Members	:	Manager/Head of Office/Division Chiefs
Secretariat	:	DU Technical Working Group Member (as per Office Order No. 16-06-1013 Series of 2016)

9.3 The Department/Office Head is responsible for the inclusion of all its employees under their direct supervision (where the employee is currently assigned or detailed) in the Department Consolidated Rating Summary Sheet(DCRSS).

9.4 The following are the **sanctions** for supervisor and head of office who failed to include an employee in the DCRSS under their direct supervision:

9.4.1. Administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors for the delay or non-submission of the Individual Performance Commitment and Review form.

9.4.2. Failure on the part of the Head of the Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during the rating period shall be a ground for an administrative offense for neglect of duty.

9.5 The Delivery Unit Rating Committee shall collate the performance of all personnel using the Delivery Unit’s Consolidated Individual Rating Summary Sheet (**See Annex 05 PDO-DUCIRSS 05**). The summary results of the evaluation shall be signed by the Head of the Delivery Unit for submission to the PMG.

9.6 The rating of individuals shall be in accordance with the following:

**TABLE 14: PBB Rating point system for Individual**

<b>PBB RATING POINT SYSTEM FOR INDIVIDUAL</b>	
A. PERFORMANCE INDICATOR ( INDIVIDUAL PI)	90 Points
B. 1. ATTENDANCE AT WORK (5pts.) 2. ATTENDANCE ATSBMA ACTIVITIES (2pts.) 3.ATTENDANCE AT FLAG RAISING CEREMONY (2pts.) 4. ATTENDANCE AT FLAG LOWERING CEREMONY 1pt.)	10 Points
TOTAL	100 Points

Note: The rating shall also be use as basis for the Step Increment/s based on **the Section 5.0 of Civil Service and Department of Budget and Management Joint Circular No. 1 Series of 2012 to wit:**

Grant of Step Increment/s Due to Meritorious Performance

The maximum number of employees that may be granted Step Increment/s Due to Meritorious Performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in an agency.

a Two (2) Step Increments due to Meritorious Performance may be granted to a qualified official or employee who has attained two (2) ratings of “Outstanding” during the two (2) rating periods within a calendar year.

b One (1) Step Increment Due to Meritorious Performance may be granted to a qualified official or employee who has attained one (1) rating or “Outstanding” and one (1) rating of “Very Satisfactory” during the two (2) rating periods within a calendar year.

Such performance ratings shall be based on the agency Performance Management System (PMS) approved by the CSC.

Step Increment/s Due to Meritorious Performance shall be granted initially effective January 1, 2015, and subsequently every January 1 of every year thereafter only for those with CSC-approved agency PMS.

Inasmuch as personnel on secondment, study privilege, scholarship, or training grant for more than three (3) months do not perform the actual duties and responsibilities of their positions in their mother agencies, such engagements shall not be considered in determining entitlement to the grant of Step Increment/s Due to Meritorious Performance.

The performance of personnel on detail to another agency for three (3) months or more shall be rated by the authorities concerned in the receiving agency. The average performance rating of the detailed personnel shall be considered in the ranking of qualified personnel in either the receiving or the mother agency where the detailee served for a longer period within a given year.

**A. Performance Indicator**

Employees who achieved their Performance Indicator targets shall receive the corresponding points depending on the percentage of achievement:

**TABLE 15: Individual Total PIs/MFO PBB Equivalent Points**

<b>% of INDIVIDUALS Total PIs/MFO Equivalent Points Received</b>	<b>PBB Equivalent Points</b>	<b>% of INDIVIDUALS Total PIs/MFO Equivalent Points Received</b>	<b>PBB Equivalent Points</b>
<b>100% = 70 Points</b>		<b>112 - 113% = 81 points</b>	
<b>101% = 71 Points</b>		<b>114 - 115% = 82 Points</b>	
<b>102% = 72 Points</b>		<b>116 - 117% = 83 Points</b>	
<b>103% = 73 Points</b>		<b>118 - 119% = 84 Points</b>	
<b>104% = 74 Points</b>		<b>120 - 121% = 85 Points</b>	
<b>105% = 75 Points</b>		<b>122 - 123% = 86 Points</b>	
<b>106% = 76 points</b>		<b>124 - 125% = 87 Points</b>	
<b>107% = 77 points</b>		<b>126 - 127% = 88 Points</b>	
<b>108% = 78 points</b>		<b>128 - 129% = 89 Points</b>	
<b>109% = 79 points</b>		<b>Over 130% = 90 Points</b>	
<b>110 - 111% = 80 points</b>			

*Note: Percentage points of Individual PIs shall be derived from the Individual total percentage points of accomplished PIs over target of the current year.*

**B.1 Attendance at Work:**

Attendance at Work shall be computed by the actual total number of working days of employees plus Total Actual number of SBMA activities attended, less total incurred AWOL & absences at SBMA activities divided by the total number of expected number of working days of employees for each rating period and total listed number of SBMA activities. Official leave of absence shall not be deducted from the attendance record. Human Resource Mgmt. Dept. shall provide a certified attendance record to each department for verification.



**TABLE 16: Individual sample computation of Attendance at Work:**

GIVEN: (22 DAYS X 12 MONTHS)				
EMPLOYEE INCURRED 1 DAY AWOL				
Total actual working days of employee present at work LESS Total incurred AWOL =				
		ATTEN DANCE%	(22DAYS X 12 MONTHS) - 1 DAY AWOL	264-1=
				<u>263</u> = 99.6212%
Total number of expected no. of work attendances			(22 X 12)	264 264
	<b>TOTAL NO. OF WORK ATTENDANCE</b>	<b>% ATTENDANCE AT WORK</b>	<b>PBB POINTS (5)</b>	<b>PBB POINTS EARNED</b>
ACTUAL NO. OF ATTENDANCE	263	263/264 or	99.6212 X 5	4.9810
EXPECTED NO. OF ATTENDANCE	264	99.6212%		

B.2 Attendance at SBMA activities:

Attendance at SBMA activities shall be computed by the actual total number of SBMA activities attended by the employees, less total incurred absences at SBMA activities divided by the total number of expected number of SBMA activities for each rating period. Human Resource Mgmt. Dept. shall provide a certified attendance record at SBMA Activities to each department for verification.

Individual shall receive the corresponding point based on the percentage of their attended SBMA activities.

**TABLE 17:**

<b>SBMA ACTIVITIES ATTENDANCE TABLE POINTS SYSTEM FOR INDIVIDUAL</b>			
<b>% OF FRC ATTENDED</b>		<b>Equivalent Points</b>	
89-100%	=	<b>2.00</b>	<b>pts.</b>
76-88%	=	<b>1.75</b>	<b>pts.</b>
64-75%	=	<b>1.50</b>	<b>pts.</b>
51-63%	=	<b>1.25</b>	<b>pts.</b>
39-50%	=	<b>1.00</b>	<b>pts.</b>
26-38%	=	<b>0.75</b>	<b>pts.</b>
14-25%	=	<b>0.50</b>	<b>pts.</b>
1-13%	=	<b>0.25</b>	<b>pts.</b>

*Note: HRMD shall provide a list of required Agency Activities*

**TABLE 17.1: Individual sample computation of SBMA Activities:**

GIVEN:						
NUMBER OF SBMA ACTIVITIES 8						
EMPLOYEE INCURRED 2 ABSENCES AT SBMA ACTIVITIES						
Total Actual number of SBMA activities attended LESS Total incurred absences at SBMA activities	=	ATTEN DANCE%	8 SBMA activities -2 Absences	$\frac{8-2=6}{8}$	$\frac{6}{8}$	= 6/8 or 75% equivalent to 1.50 PBB pts.
Total number of expected SBMA activities			8			

B.3. Attendance in Flag Raising Ceremony (FRC): Attendance in FRC shall be computed by total expected number of FRC in a year less total number of absences in FRC. *Official leave of absence that falls on the day with FRC shall not be deducted from the FRC attendance record.* Human Resource Mgmt. Dept. shall provide a certified attendance record of FRC to each department for verification.

An individual shall receive the corresponding points base on the number of attended FRC.

**TABLE 18: FLAG RAISING CEREMONY ATTENDANCE TABLE POINTS SYSTEM FOR INDIVIDUAL**

% OF FRC ATTENDED		Equivalent Points		% OF FRC ATTENDED		Equivalent Points		% OF FRC ATTENDED		Equivalent Points	
85-100%	=	2.00	pts.	57-58%	=	1.30	pts.	29-30%	=	0.60	pts.
83-84%	=	1.95	pts.	55-56%	=	1.25	pts.	27-28%	=	0.55	pts.
81-82-%	=	1.90	pts.	53-54%	=	1.20	pts.	25-26%	=	0.50	pts.
79-80%	=	1.85	pts.	51-52%	=	1.15	pts.	23-24%	=	0.45	pts.
77-88%	=	1.80	pts.	49-50%	=	1.10	pts.	21-22%	=	0.40	pts.
75-76%	=	1.75	pts.	47-48%	=	1.05	pts.	19-20%	=	0.35	pts.
73-74%	=	1.70	pts.	45-46%	=	1.00	pts.	17-18%	=	0.30	pts.
71-72%	=	1.65	pts.	43-44%	=	0.95	pts.	15-16%	=	0.25	pts.
69-70%	=	1.60	pts.	41-42%	=	0.90	pts.	13-14%	=	0.20	pts.
67-68%	=	1.55	pts.	39-40%	=	0.85	pts.	11-12%	=	0.15	pts.
65-66%	=	1.50	pts.	37-38%	=	0.80	pts.	9-10%	=	0.10	pts.
63-64%	=	1.45	pts.	35-36%	=	0.75	pts.	1-8%	=	0.05	pts.
61-62%	=	1.40	pts.	33-34%	=	0.70	pts.				
59-60%	=	1.35	pts.	31-32%	=	0.65	pts.				

**TABLE 18.1: INDIVIDUAL SAMPLE ATTENDANCE AT FLAG RAISING CEREMONY COMPUTATION:**

(22 DAYS X12 MONTHS)				
GIVEN:				
EMPLOYEE INCURRED 10 DAY ABSENCES AT FRC TIES				
Total expected number of FRC in a year – Total No. Absences in FRC/ Total expected number of FRC in a year –	=	% OF FRC ATTENDANCE	=	*1.9PBB equivalent pts
		52 Weeks - 10 absences/52	=	42/52 or 81%

**B.4. Attendance in Flag Lowering Ceremony (FLC):**

Attendance in FLC shall be computed by total expected number of FLC in a year less total number of absences in FLC. *Official leave of absence that falls on the day with FLC shall not be deducted from the FLC attendance record.* Human Resource Mgmt. Dept. shall provide a certified attendance record of FLC to each department for verification.

An individual shall receive the corresponding points base on the percentage of attended FLC.

**TABLE 19: FLAG LOWERING CEREMONY ATTENDANCE TABLE POINTS SYSTEM FOR INDIVIDUAL**

% OF FLC ATTENDED		Equivalent Points		% OF FLC ATTENDED		Equivalent Points		% OF FLC ATTENDED		Equivalent Points	
85-100%	=	1.000	pts.	57-58%	=	0.650	pts.	29-30%	=	0.300	pts.
83-84%	=	0.975	pts.	55-56%	=	0.625	pts.	27-28%	=	0.275	pts.
81-82-%	=	0.950	pts.	53-54%	=	0.600	pts.	25-26%	=	0.250	pts.
79-80%	=	0.925	pts.	51-52%	=	0.575	pts.	23-24%	=	0.225	pts.
77-88%	=	0.900	pts.	49-50%	=	0.550	pts.	21-22%	=	0.200	pts.
75-76%	=	0.875	pts.	47-48%	=	0.525	pts.	19-20%	=	0.175	pts.
73-74%	=	0.850	pts.	45-46%	=	0.500	pts.	17-18%	=	0.150	pts.
71-72%	=	0.825	pts.	43-44%	=	0.475	pts.	15-16%	=	0.125	pts.
69-70%	=	0.800	pts.	41-42%	=	0.450	pts.	13-14%	=	0.100	pts.
67-68%	=	0.775	pts.	39-40%	=	0.425	pts.	11-12%	=	0.075	pts.
65-66%	=	0.750	pts.	37-38%	=	0.400	pts.	9-10%	=	0.050	pts.
63-64%	=	0.725	pts.	35-36%	=	0.375	pts.	1-8%	=	0.025	pts.
61-62%	=	0.700	pts.	33-34%	=	0.350	pts.				
59-60%	=	0.675	pts.	31-32%	=	0.325	pts.				

**TABLE 19.1: INDIVIDUAL SAMPLE ATTENDANCE AT FLAG RAISING CEREMONY COMPUTATION:**

GIVEN:		(22 DAYS X12 MONTHS)		
		EMPLOYEE INCURRED 10 DAY ABSENCES AT FRC TIES		
Total expected number of FRC in a year – Total No. Absences in FRC/ Total expected number of FRC in a year –	=	% OF FRC ATTENDANCE	52 Weeks - 10 absences/52	= 42/52 or 81% = <b>*.950 PBB equivalent pts</b>

**TABLE 20: SUMMARY OF INDIVIDUAL COMPUTATION OF ATTENDANCE AT WORK, SBMA ACTIVITIES, FRC & FLC**

			PBB POINTS CONVERSION	
ATTENDANCE AT WORK :	99.62%	X 5PTS	=	4.98106
ATTENDANCE AT SBMA ACTIVITIES:	81.00%		=	1.75
ATTENDANCE AT FRC :	42/52	81%	=	1.9000
ATTENDANCE AT FLC :	42/52	81%	=	0.9500
<b>TOTAL POINTS ATTENDANCE AT WORK,SBMA ACTIVITIES, FRC&amp; FLC</b>				<b>9.5811</b>
*See SBMA ACTIVITIES, FRC& FLC ATTENDANCE TABLE POINTS SYSTEM AT THE GUIDELINES				

9.7 All Division Chiefs shall cause the preparation of Department/Office Consolidated Individual Rating Sheet (See Annex 04 PDO-DPCIRS 04) and shall ensure the accuracy and integrity of the accomplished forms for Department/Office Head Approval.

**10.0 APPEAL OBJECTIONS AND COMPLAINTS**

10.1 All appeal, objections, and complaints after the award of the PBB shall be brought to the attention and resolved by the Delivery Unit Rating Committee in case of individual employees or by the PMG in case of Delivery Units.

10.2 If the appeal objection or complaint cannot be resolved in the level of the Delivery Unit Rating Committee, the PMG shall deliberate on the matter. The decision of the PMG is final and executory.

**11.0 TIE-BREAKING CRITERIA**

11.1 In case of a tie in the forced-ranking rating among the SBMA Delivery Units. The tie breaking points shall be determined by the Head of the Agency based on the following:

- a. The Performance Indicator of the DELIVERY UNITS’ TOTAL MFO/PI shall be the primary basis for tie breaking.

Example: Aviation and Maritime Group & Business and Investment Group had a tie score of 99.9962 PBB points the DELIVERY UNITS' TOTAL MFO/PI shall be the basis for tie breaking.

DELIVERY UNITS	PBB FORCED RANKING POINT SYSTEM FOR SBMA DELIVERY UNITS	TARGET VS. ACTUAL ACCOMPLISHMENT	PBB EQUIVALENT PTS
1. Aviation and Maritime Group	DELIVERY UNITS TOTAL MFO/PI	<u>134.6957%</u>	90
	ATTENDANCE AT WORK (5pts) & FRC (5pts) (DELIVERY UNIT'S TOTAL PERSONNEL)	9.9962	9.9962
	TOTAL		99.9962

DELIVERY UNITS	PBB FORCED RANKING POINT SYSTEM FOR SBMA DELIVERY UNITS	TARGET VS. ACTUAL ACCOMPLISHMENT	PBB EQUIVALENT PTS
2. Business and Investment Group	DELIVERY UNITS TOTAL MFO/PI	<u>131.2253%</u>	90
	ATTENDANCE AT WORK (5pts) & FRC (5pts) (DELIVERY UNIT'S TOTAL PERSONNEL)	9.9962	9.9962
	TOTAL		99.9962

SEQ	DELIVERY UNITS	PBB POINTS	PRIMARY TIE BREAKING CRITERIA (DELIVERY UNIT'S TOTAL MFO/PI)	PBB RANKING
1	Operations Group	99.9622	<b>134.6957%</b>	Best
2	Business and Investment Group	99.9622	<b>131.2253%</b>	Better

b. The Delivery Unit's Awards, Recognitions and Other Accomplishments shall be the secondary basis for tie breaking.

Delivery Units Recognitions and Other Accomplishments for PBB Tie Breaking Points		
1	Certificates of Recognition, Appreciation, Participation, and Commendation outside the department's or delivery unit's core function/mandate for assistance or services given	1 point
2	SBF Chamber of Commerce Award and others alike	1 point
3	Regional Awards	2 points
4	National Awards	3 points
<p>*Note:</p> <p>a. Regional &amp; National award of the same category will be considered as one (1) award. Points will be based on the highest award received.</p> <p>b. Only award/recognition given to a department shall be credited to the Delivery Unit.</p>		

- c. An award/recognition must be in the form of certificate, trophies, plaques or medals.  
d. Community outreach programs shall be done during non-working days and not during office hours.

SEQ	DELIVERY UNITS	PBB POINTS	PRIMARY TIE BREAKING CRITERIA(DELIVERY UNIT'S TOTAL MFO/PI)	SECONDARY TIE BREAKING CRITERIA(Number of Delivery Unit's Received Awards & Recognitions)	PBB RANKING
1	Operations Group	99.9622	134.6957%	3	Best
2	Business and Investment Group	99.9622	134.6957%	2	Better

#### 12.0 SOURCE OF PBB FUND

The SBMA-PBB shall be charged against Miscellaneous Personnel Benefits Fund (MPBF).

#### 13.0 ADOPTION OF NEW MEMORANDUM CIRCULARS ISSUED BY INTER AGENCY TASK FORCE

The SBMA shall automatically adopt forthcoming Memorandum Circulars Issued by the Inter-Agency Task Force, inconsistent with this Guideline.

#### 14.0 EFFECTIVITY

This Guideline shall take effect immediately and amends/ supersedes all other Office Orders/ Memoranda which are inconsistent herewith.

#### 15.0 Annexes

- Annex 1: PDO-IPCR 01 -Individual Performance Commitment Review
- Annex 2: PDO -DPCR 02 -Department Performance Commitment Review
- Annex 3: PDO -DUPCR 03-Delivery Units Performance Commitment Review
- Annex 4: PDO -DCIRSS 04 - Department Consolidated Individual Rating Summary Sheet
- Annex 5: PDO -DUCIRSS 05 - Delivery Units Consolidated Individual Rating Summary Sheet
- Annex 6: PDO -OPCR 06– Office Performance Commitment Review

#### 16.0 References

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-1:** Guidelines on the Cascading of Department Performance Targets in Line with Executive Order (EO) No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-02:** Guidelines to Clarify the Good Governance Conditions for Fiscal Year 2012 in Line with the Grant of the Performance-Based Bonus under Executive Order (EO) No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-02-A:** Amendment to MC 2012-02 on Guidelines to Clarify the Good Governance Conditions for Fiscal Year 2012 in Line with the Grant of the Performance-Based Bonus under Executive Order (EO) No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-03 :** Guidelines on Determining Eligibility and Ranking Bureaus, Delivery Units, and Individuals Based on Performance in Line with the Grant of the Performance-Based Bonus (PBB) in FY 2012

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-04:** Guidelines on the Submission of Accomplishment Reports and Requests for Release of Funds for Payment of the FY 2012 Performance-Based Bonus (PBB)

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR No. 2012-05:** Guidelines to Clarify the Eligibility and the Ranking of Personnel in Line with the Grant of Performance-Based Bonus (PBB) for FY 2012

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR NO. 2013-01:** Supplemental Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2013 under Executive Order No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR NO. 2014-01:** Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2014 under Executive Order No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR NO. 2014-03:** Clarification on the Provision on the Nine-Month Service Requirement

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR NO. 2015-01:** Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2015 under Executive Order No. 80

**INTER-AGENCY TASK FORCE MEMORANDUM CIRCULAR NO. 2016-01:** Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2015 under Executive Order No. 80

**DBM-ORGANIZATIONAL PERFORMANCE INDICATOR FRAMEWORK (OPIF) Manila April 2012:** A Guide to Results-Based Budgeting in the Philippines

**CIVIL SERVICE COMMISSION DEPARTMENT OF BUDGET AND MANAGEMENT JOINT CIRCULAR NO. 1, S. 2012:** Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service.

