

Officer Order	GENERAL POLICY ON THE RATING AND RANKING OF PERSONNEL FOR THE PERFORMANCE-BASED BONUS	Date: 9 October 2018
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1. REFERENCE DOCUMENTS:

GCG MC No. 2017-01 Interim PBB
 GCG MC No. 2018-01 Amendments to Interim PBB
 GCG MC No. 2015-05 Interim PBB
 QP-01 Maintenance of Documented Information

2. RATIONALE. Pursuant to GCG MC No. 2017-01 (Interim PBB), Section 2 (Eligibility of a GOCC to Grant the PBB), “The grant of PBB shall be based on the overall company performance, and then distributed to individual Officers and Employees based on their performance ranking.”

3. RATES OF INCENTIVE. The rates to be granted to eligible employees shall be based on the provisions stipulated in Section 3 of GCG MC 2018-01, to wit:

“...the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December of the applicable year based on the table below, but not lower than P5,000:

PERCENTILE OF A GIVEN CATEGORY	PBB AS PERCENTAGE (%) OF MBS
Top: Maximum 10%	65%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50%

Provided, that the total cost of the PBB shall not result in a net loss for the applicable year computed before subsidy and unrealized gains/losses, and after payment of all statutory obligations and liabilities.

4. COVERAGE AND ELIGIBILITY TO PBB 2017

4.1. As a general policy, eligibility to receive the PBB shall conform with the rules stipulated in GCG MC 2017-01, Section 3, including:

- 4.1.1. All Officers and Employees of GOCCs who occupy regular, casual or contractual positions; and
- 4.1.2. Have rendered an aggregate of at least nine (9) months of service in the public sector for the applicable PBB year;

- 4.1.3. Officers and Employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on a pro-rata basis.

Length of Service 2017, in months	Entitlement factor
• 8 months to not more than 9	0.50
• 7 months to not more than 8	0.40
• 6 months to not more than 7	0.30
• 5 months to not more than 6	0.20
• 4 months to not more than 5	0.10
• 3 months to not more than 4	0.05
• less than 3	0.00

- 4.2 In addition, the grant of the PBB shall be based on the on the performance of the individual Officers and Employees.
5. **EMPLOYEES CATEGORIZATION.** In compliance with GCG MC No.2015-05 in distributing the PBB among qualified personnel, all employees shall be clustered as follows:
- 5.1. **SENIOR MANAGEMENT** - This refers to the executive officers of the Academy, and shall include appointed or designated Senior Vice Presidents or Group Heads and Dean of Graduate School of Public and Development Management (GSPDM).
- 5.2. **MIDDLE MANAGEMENT** - This covers those appointed or designated to managing the operational and support offices within the Academy and shall include Center Heads and Managing Directors.
- 5.3. **PROFESSIONAL/TECHNICAL** - This category comprises those tasked to perform technical functions within the operations and support units of the Academy and shall include Program and Office Directors and Managers, Senior and Junior project officers, designated personnel performing at least supervisory responsibilities, and other staff in support offices who are tasked to perform technical functions of their respective departments or offices.
- 5.4. **CLERICAL/GENERAL STAFF** - This category includes all clerical, administrative and secretariat staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians.

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6. RANKING

Ranking and rating of all eligible employees in the same category shall be done based on total points earned by the entitled individual in accordance with predetermined formulas, tables and weights appropriate to their levels.

7. DISSEMINATION

- 7.1. This Office Order shall be disseminated to all personnel of the Academy via the Academy's official webmail as stipulated in the Academy's quality procedures (QP) on the maintenance of documented information (DAP-QP-01).
- 7.2. Controlled copy of this Office Order shall likewise be maintained in the DAP Document Management System (DMS) and made available to all personnel through said system.

8. EFFECTIVITY

This Office Order shall take effect immediately. All previous issuances inconsistent with the provisions of this Office Order are hereby amended, repealed, and superseded.


ATTY. ENGELBERT C. CARONAN JR., MNSA
President and CEO