


**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE –BASED BONUS (PBB) FY 2015**


(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

In determining and evaluating the performance ranking and rating of offices and employees, the Individual Performance Commitment and Review (IPCR) will be used.

They will be ranked from highest to lowest using the five-point rating scale (1-5), 5 being the highest and 1, the lowest.

  
**JUN P. ROMANA**  
Head of HR

Date: October 27, 2015

  
**TITO G. CRUZ**  
Department Agency Head

Date: October 27, 2015





**PHILIPPINE BROADCASTING SERVICE**  
(BUREAU OF BROADCAST SERVICES)



**PBS-BBS MEMORANDUM NO. 047**  
*Series of 2015*



**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED  
BONUS (PBB)  
CY 2015**

**I. Purpose:**

This guideline was issued to enumerate the process and criteria in the grant of PBB for CY 2015. The Inter-Agency Task force (IATF) has issued MC No. 2015-1 dated 12 August 2015 which contains the conditions for the grant of PBB for CY 2015 under EO No. 80.

The guidelines specify new requirements such as:

1. Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
2. Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
3. Adoption and use of the Agency Procurement Compliance and Performance (APCI) System;
4. Submission of the Annual Procurement Plan (APP) to IATF;
5. Submission of separate Form B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively to DBM.



## **II. Coverage:**

1. All Officials and employees of BBS holding regular plantilla positions under the DBM approved staffing pattern are covered by this Order.

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

3. The Third Level officials should receive a rating of at least "Very Satisfactory" under the CESPES. Payment of the PBB to Third Level Officials shall be contingent on the release of results of the CESPES.

4. 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.

5. 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.

6. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with numbers 2 and 3 hereof may be eligible to the full grant of the PBB.

7. An employee who has 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 as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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 (9) 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; and
- h. Sabbatical leave.

8. 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.

9. Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPES, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

10. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in CY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand in CY 2015 shall not cause the disqualification to the PBB.

11. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC MC No. 3 (s. 2015), shall not be entitled to the CY 2015 PBB.

12. Officials and employees who failed to liquidate Cash Advances received in CY 2015 within the reglementary period as required by the COA shall not be entitled to the CY 2015 PBB.

### **III. DELIVERY UNITS**

1. The BBS shall be divided into eight (8) divisions:

- a. Administrative Division



- b. Finance Division
- c. Research Division
- d. News Division
- e. Production Division
- f. Network Division
- g. Public Affairs Division
- h. Engineering Division

## 2. Rating of Delivery Units

Officials and employees of delivery units that qualified for the PBB based on the criteria and conditions set hereof shall be forced ranked using their respective Individual Performance Commitment and Review (IPCR). They will be ranked from highest to lowest using the five (5) point rating scale (1-5), 5 being the highest and 1, the lowest.

### **For the Best Office or Delivery Unit:**

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

### **For the Better Office or Delivery Unit**

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

### **For the Good Office or Delivery Unit**

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer



3. The amount of PBB for personnel occupying the first and second level positions shall be contingent on the ranking of their respective offices/divisions.

For the information and guidance of all concerned.



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Director

cc: Administrative Divisions  
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