



Republic of the Philippines

**Philippine Broadcasting Service**

4/F Media Center Bldg., Visayas Ave., Diliman, Quezon City, 1128

Metro Manila, Philippines

Tel. Nos. 924-26-07; 920-3968

[www.pbs.gov.ph](http://www.pbs.gov.ph)

**REVISED GUIDELINES/MECHANICS IN RANKING  
OFFICES/DELIVERY UNITS FOR THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB) FY 2016**

**I. Purpose:**

To provide guidelines on the system of ranking of Bureau of Broadcast Services (BBS) offices whose employees are all effectively and efficiently working together to attain excellence in promoting public service and integrity.

To ensure harmonization with the requirements in the Result-Based Performance Management System (RBPMS) and strengthen performance monitoring appraisal pursuant to the provisions of Memorandum Circular No. 2016-1 dated May 12, 2016 entitled “***Guidelines on the Grant of the Performance-Based Bonus***” for Fiscal Year 2016 under EO No. 80 and EO No. 201 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System.

**II. Coverage:**

All Officials and employees of BBS holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship and whose compensation are charged to the lump sum appropriation under Personnel services, or those occupying positions in the DBM approved contractual staffing pattern of this office are covered by this guidelines.

**III. Eligibility of Individuals:**

1. The eligibility of the Head of Agency will depend on the eligibility and performance of this office. Their PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:



<b>Performance of Eligible Agency</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 deficiencies in <b>some</b> of its physical target/s due to <b>uncontrollable</b> reasons.	57.5%
Agency achieved all GGCs, and has deficiency in <b>one</b> of its physical target/s due to <b>controllable</b> reasons.	50%

*Note: Head of Agency shall not be included in the ranking and reporting of delivery units but will be provided as a separate line under Form 1.0*

2. 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).

3. Third Level officials should receive a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. 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 official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory Rating may be eligible to the full grant of PBB.



7. 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

<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. Personnel found guilty of administrative and/or criminal case filed against them and meted penalty 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.

10. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC MC No. 3 (s. 2015), shall not be entitled to the FY 2016 PBB.



11. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.

12. The Strategic Performance Management System (SPMS) approved by the Civil Service Commission will be used in rating the personnel as basis in choosing the Best, Better and Good offices category and Best, better and Good employees category.

13. Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

#### **IV. Ranking of Delivery Units**

1. The Director as Head of the Agency shall evaluate and rank the performance of the different divisions to be assisted by the Performance Management Team (PMT) in accordance with the SPMS Rating.

2. The BBS offices are grouped into the following eight (8) delivery units with some units composed of sub-groups in accordance with the similarity of their functions:

- a. Administrative Division
  - 1. Office of the Director
  - 2. Personnel Section
  - 3. Supply and Property Section
  - 4. General Services Section
  - 5. Records
- b. Finance Division
  - 1. Accounting Section
  - 2. Budget Section
  - 3. Cash Section
- c. News Division
- d. Research Division

- e. Public Affairs Division
- f. Production Division
- g. Network Division
- h. Engineering Division

3. The grant of PBB shall be based on the over-all office performance and then distributed to individual Officers and employees based on their performance ranking using the CSC-SPMS form.

4. Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 of MC No. 2016-1 are eligible to the 2016 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

5. To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units. The AO 25 TWG shall issue a separate guidelines on the determination of delivery units.

6. Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0. There shall no longer be a ranking of individuals within a delivery unit.

## **V. Rates of the FY 2016 PBB**

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery 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:



<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%

## **VI. APPEALS AND COMPLAINTS**

1. The PMT shall act as appeals body and arbiter on performance management issues, subject to the approval of the Head of Agency.

2. A unit that is dissatisfied with its rating can file an appeal with the PMT within three (3) working days from date of receipt of their PMT recommended performance rating. A unit, however, shall not be allowed to protest the performance ratings of other units.

3. The PMT shall render a decision within one month upon receipt of the appeal or complaints, and submit its recommendation to the Head of Agency for approval.