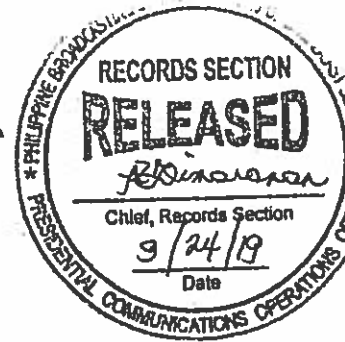


**GUIDELINES/MECHANICS IN RANKING BBS  
OFFICES/DELIVERY UNITS FOR THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB) FY 2019**



**I. Rationale:**

The Bureau of Broadcast Services (BBS) promotes morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the public service. It adopts measures to strengthen the merit and rewards system, integrates all human resources development programs for all level and ranks, and institutionalizes a management climate conducive to public accountability.

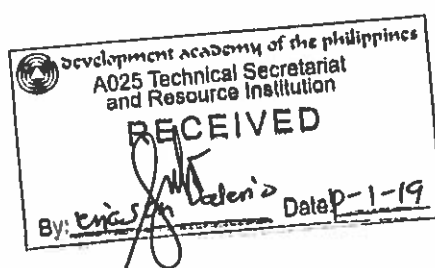
**II. Purpose:**

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. 2019-1 dated September 3, 2019 entitled **"Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under EO No. 80 s. 2012 and EO No. 201 s. 2016"** issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System.

**III. 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.



#### **IV. Eligibility of Individuals:**

1. Based on Section 6.1 of Memorandum Circular No. 2019-1, The eligibility of the Head of Agency are eligible only if their respective departments/agencies/institutions are eligible. If eligible, the maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. They should not be included in the Form 1-Report on Ranking of Delivery Units.

2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

3. 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.

4. 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.

5. An official or employee who has rendered a minimum of nine (9) months during the Fiscal year and with at least Satisfactory Rating may be eligible to the full grant of PBB.

6. 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.

7. 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.

8. Personnel found guilty of administrative and/or criminal cases by final and executory in FY 2019 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.

9. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015, or those who are responsible for non-compliance of the SALN shall not be entitled to the FY 2019 PBB.

10. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to FY 2019 PBB.

11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

12. Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.

## **V. 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. Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.0 of MC No. 2019-1 are eligible to the 2019 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 Delivery Units         |
| Next 25%       | Better Delivery Units       |
| Next 65%       | Good Delivery Units         |

4. 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.

5. To determine the classification of each Delivering Units as to Good, Better or Best Office, they shall be forced ranked according to the rating of accomplishment of performance targets in the 2019 Division Performance Commitment Review (DPCR).

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.

#### **VI. Rates of the FY 2019 PBB**

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

| <b>Performance Category</b> | <b>Multiple of Basic Salary</b> |
|-----------------------------|---------------------------------|
| Best Delivery Unit          | 0.65                            |
| Better Delivery Unit        | 0.575                           |
| Good Delivery Unit          | 0.50                            |

## **VII. 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.



**JUN P. ROMANA**  
Chief, Personnel Section



**RIZAL GIOVANNI P. APORTADERA JR.**  
Director

Date: Sept. 24, 2019

Date: Sept. 24, 2019