



Republic of the Philippines
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**SYSTEM OF RANKING OF DELIVERY UNITS AND ELIGIBILITY OF INDIVIDUALS TO
THE GRANT OF PBB FOR FY 2018**

1.0 BACKGROUND/RATIONALE

- 1.1 In accordance with Executive Order No. 80, s. 2012, "Directing the Adoption of a Performance-Based Incentive System for Government Employees" a PBI system (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and Performance-Based Bonus (PBB) shall be adopted in the national government beginning Fiscal Year (FY) 2012.
- 1.2 The PBIS which was authorized under EO No. 80, s. 2012 and EO No. 201, s. 2016 will continue to be an integrated scheme of rewarding exemplary performance in government through the grant of incentives linked with actual performance.
- 1.3 The PBB, which is a top-up bonus, shall be characterized as a system of ranking units and personnel within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars: Major Final outputs and Good Governance conditions as determined by Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (IATF) created under Administrative Order No. 25 s. 2011.
- 1.4 Section 2 of EO No. 80, "Guidelines for the PBB" specified that flexibility shall be provided to the heads of departments and agencies to suit the PBB system to the nature of their operations and to drive peak performers, in terms of determination of the appropriate delivery units to be rewarded and the performance indicators to be used.
- 1.5 EO No. 201 stipulated that the IATF under AO No. 25 shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance.
- 1.6 AO25 Memorandum Circular (MC) No. 2018-1 requires posting and dissemination of the agency system of ranking performance of delivery units.

2.0 PURPOSE

Pursuant to MC No. 2018-1 issued by the IATF under AO 25, the guidelines on the system of ranking performance of delivery units is issued for the following purpose:

- 2.1 To provide the system of identifying and determining the delivery units of Eulogio "Amang" Rodriguez Institute of Science and Technology;
- 2.2 To guide officials and employees of the Institute on the rating and ranking performance of delivery units.
- 2.3 To facilitate distribution of PBB for FY 2018 if EARIST is eligible.

3.0 COVERAGE

3.1 The guidelines shall apply to the FY 2018 performance of offices/delivery units.

3.2 Consistent with Section 3.3 of IATF MC No. 2018-1, all officials and employees of eligible departments/agencies holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the Institute, and whose compensation are charged against the lump-sum appropriation under Personnel Services; and those occupying positions in the DBM-approved contractual staffing pattern of EARIST are covered by this guideline.

4.0 DELIVERY UNITS

To facilitate the ranking of delivery units, the Performance Management Team (PMT) considered similarities of tasks and responsibilities to determine the most appropriate grouping and clustering of delivery units as stipulated in Section 8.3 of the IATF MC No. 2018-1. For State Universities and Colleges, the Delivery Units are: a. Office of the President including the Offices of the Deputy Heads and immediate support staff; b. Services; c. Campuses, and; d. Colleges. The PMT shall identify the delivery units.

5.0 ELIGIBILITY CRITERIA

The Guidelines for the System of Ranking Delivery Units and Individuals assume that the Institute is already eligible for the grant of PBB for FY 2018.

5.1 Eligibility of the Agency

To be eligible for the PBB, EARIST must:

- 5.1.1 satisfy 100% of the Good Governance Conditions for FY 2018 set by the AO25 IATF in Section 4.1 of MC No. 2018-1,
- 5.1.2 achieve each one of the Congress-approved performance targets under the FY 2018 General Appropriations Act, and the FY2018 Support to Operations (STO) and General Administration Support Services (GASS) requirements,
- 5.1.3 and use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of all officials and employees of the Institute.

5.2 Eligibility of the Delivery Units

All DUs are eligible if the Institute is eligible for PBB except those that are recommended for isolation as stated in the Congratulatory letter of AO25 Secretariat.

5.3 Eligibility of Individuals

The eligibility of individuals applicable to SUCs will be based on Section 7.0 of the IATF MC 2018-1.

6.0 RANKING OF DELIVERY UNITS

- 6.1 The Final Performance Ratings of all DUs shall be validated via the accomplishments of targets taken from MARC-1 and the Office Performance Commitment and Review (OPCR) based on CSC-approved Strategic Performance Management System (SPMS).
- 6.2 The Performance of Delivery Units ELIGIBLE to the PBB shall be forced ranked by the PMT according to the following categories and distribution:

RANKING	PERFORMANCE CATRGORY
Top 10%	BEST Delivery Units
Next 25%	BETTER Delivery Units
Next 65%	GOOD Delivery Units

- 6.3 The Final Ranking shall be submitted by the PMT for approval of the President.

7.0 RATES OF PBB

The rates of PBB of eligible individual employees shall depend on the performance ranking of the individual's delivery units with rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATRGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

8.0 APPEALS

Any issue/appeal on the performance assessment of an Office shall be discussed and decided by the PMT within one month from receipt in accordance with CSC MC No. 6, s. 2012. The PMT shall decide on the appeals not covered by the Memorandum Circular and submitted to the President for approval.

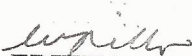
Recommending Approval:



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Approved by:



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