



**Philippine Institute for Development Studies
Criteria and Ranking System in the Grant of Performance-Based
Bonus (PBB) for CY 2015**

1. Legal Basis

The criteria and ranking system herein provided for CY 2015 are pursuant to IATF Memorandum Circular No. 2015-1 dated August 12, 2015 titled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80".

2. Criteria

2.1 Criteria in ranking delivery units

The PIDS Management Committee sets the criteria and the PIDS President ranks all the delivery units based on their contributions towards the over-all attainment of the Institute's Major Final Outputs (MFOs) and the respective targets of Support-to-Operations (STOs) and General Administrative and Support Services (GASS) which was previously submitted to the Department of Budget and Management (DBM) and Inter-Agency Task Force (IATF).

2.2 Criteria in ranking employees in each delivery units

The Department Managers, based on the rankings made by the PIDS President, set the criteria in ranking employees in their respective departments. The criteria shall be based on their degree of involvement in the attainment of targets prepared by each department.

Below are the criteria prescribed by each Department:

OP/OVP/Research Staff

1. Number of discussion papers and policy notes submitted for the year and number of formal publications for the past 2 years;
2. Number of outreach activities (technical assistance rendered to NEDA, DBM and other government agencies);
3. Number of conferences, seminars and regularity of attendance in in-house seminars and forums; and
4. Timeliness of submission of outputs.

Project Services Department

1. Number of research proposals developed/reviewed/facilitated per year;
2. Number of projects/studies being managed/monitored per year; and
3. MIS: Timeliness of the technical supports, administrations and management of IT System i.e., maintained, administered, and acted upon within the set timeframe or schedule of each system.

Research Information Department

1. Number of regular PIDS publications and occasional materials produced/coordinated/managed;
2. Number of articles prepared and published in the Development Research News, Economic Issue of the Day, and other publication outlets;
3. Number of PIDS fora and events organized;
4. Number of press releases prepared and circulated to the media; and
5. Regular updating of PIDS website, Facebook, and Twitter.

Administrative and Finance Department

1. Compliance to government rules and regulations in administrative and financial transactions;
2. Accountability in procurement, budget/financial planning and execution;
3. Timely and accurate submission to Commission on Audit (COA), Department of Budget and Management (DBM), Civil Service Commission (CSC), Government Procurement Policy Board (GPPB), National Economic and Development Authority (NEDA), Department of Finance (DOF) and other government agencies of reportorial requirements;
4. Response time to staff requests for logistical support and administrative assistance;
5. Number of research contracts drafted, reviewed, finalized and monitored; and
6. Timely and accurate processing of payments to research contractors, service contractors, suppliers, etc.

3. Ranking System

There are two (2) ranking levels:

3.1 Level I: Ranking of PIDS Delivery Units

The PIDS President shall force rank all Delivery Units which includes:

- a. Office of the President/Office of the Vice President/Research Staff (OP/OVP/Research Staff);
- b. Project Services Department (PSD);
- c. Research Information Staff (RIS); and
- d. Operations and Finance Staff (OFS).

The President shall rank these delivery units as follows:

Ranking	Performance Category
Top 10% (1 department)	Best Delivery Unit
Next 25% (1 department)	Better Delivery Unit
Next 65% (2 departments)	Good Delivery Unit

3.2 Level 2: Ranking of PIDS Staff

All Department Managers shall force rank all personnel under their units. Individual personnel shall be ranked based on the criteria set forth by their department in connection with the attainment of the overall PIDS MFO. The Department Managers shall rank all their staff as follows:

For the best office/delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better office/delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the good offices/delivery units

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

4. Eligible Officials and Staff:

- a. Employees and officials who received a rating of at least “Satisfactory” based on the PIDS’ CSC-approved Strategic Performance Management System shall be eligible for the grant of PBB 2015;
- b. 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;
- c. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least “Satisfactory” based on the PIDS’ CSC-approved Strategic Performance Management System may be eligible to the full grant of the PBB;
- d. An employee who has rendered a minimum of three (3) months but less than nine (9) months of service with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered as follows:

Length of Service	% of PBB
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-month actual service requirement to be considered for PBB on a pro-rata basis:

1. Being a newly hired employee;
 2. Retirement;
 3. Resignation;
 4. Rehabilitation Leave;
 5. Maternity Leave and/or Paternity Leave;
 6. Vacation of Sick Leave with or without pay;
 7. Scholarship/Study Leave; and
 8. Sabbatical Leave
- e. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB;
- f. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB;
- g. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under the CSC MC No. 3 s. 2015, shall not be entitled to the FY 2015 PBB; and
- h. Officials and employees who failed to liquidate cash advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

Performance Management Group


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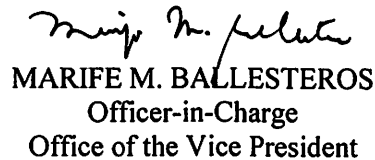
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