



**Philippine Institute for Development Studies
 Criteria and Ranking System in the Grant of Performance-Based
 Bonus (PBB) for CY 2016**

1. Legal Basis

The criteria and ranking system herein provided for CY 2016 are pursuant to IATF Memorandum Circular No. 2016-1 dated May 12, 2016 titled “Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order No. 80 and EO No. 201”.

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

For FY 2016, **there shall be no ranking of employees in each delivery units.** The PBB rates of individual employees shall depend on the performance ranking of the department/delivery unit where they belong.

3. Ranking of 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

4. **Eligible Officials and Staff:**

- a. The eligibility of the PIDS President shall depend on the eligibility and performance of the Institute. His/her PBB shall be based on his/her monthly basic salary as of December 31, 2016, as follows:

Performance of PIDS	PBB as % of Monthly Basic Salary
PIDS achieved all Good Governance Conditions (GGCs), and its physical targets in ALL MFOs, STO and GASS indicators	65%
PIDS achieved all GGCs, and has deficiencies in SOME of its physical target/s due to UNCONTROLLABLE reasons	57.5%
PIDS achieved all GGCs, and has deficiency in ONE of its physical target/s due to CONTROLLABLE reasons	50%

- b. Non-ex officio Board Members of PIDS Board of Trustees may be eligible to a fixed rate of P40,130.00 subject to the following conditions:
- b.1. The GOCC has qualified the grant of the FY 2016 PBB;
 - b.2. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - b.3. The Board Member has nine (9) months aggregate service in the position; and
 - b.4. The PIDS has submitted its FY 2016 Corporate Operating budget (COB) to DBM within the set deadline.
- c. 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 2016.
- d. 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 parent agency.
- e. 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.
- f. 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.

- g. An official or 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 Rate
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
- h. 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.
- i. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
- j. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under the CSC MC No. 3 s. 2015, shall not be entitled to the FY 2016 PBB.
- k. Officials and employees who failed to liquidate cash advances received in FY 2016 within the reglementary period as required by the COA shall not be entitled to the FY 2016 PBB.
- l. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2016 PBB.

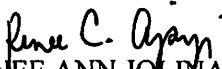
5. **Rates of the FY 2016 PBB:**

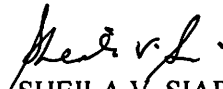
The PBB rates of individual employees shall depend on the performance ranking of the department/delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00:

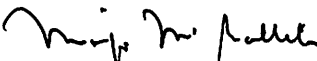
Performance of PIDS	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

Performance Management Group


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Date: October 17, 2016