

Philippine Institute for Development Studies

**PROPOSED GUIDELINE/MECHANICS IN RANKING DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)**

1. Legal Basis

The criteria and ranking system herein provided for FY 2018 are pursuant to IATF Memorandum Circular No. 2018-1 dated May 28, 2018 titled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 and Executive Order No. 201 s. 2016".

2. Coverage

All PIDS officials and employees holding regular plantilla positions as well as those occupying positions in the DBM-approved contractual staffing pattern of the PIDS.

3. Eligibility Criteria

To be eligible for PBB, PIDS must satisfy the following conditions:

- a. **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0 of IATF MC No. 2018-1 dated May 28, 2018; and
- b. **Performance Targets:** Achieve each one of the physical targets, Support to Operations (STO) and General Administrative and Support Services (GASS) requirements as provided in Section 6.0 of IATF MC No. 2018-1 dated May 28, 2018.

4. Criteria in Ranking Delivery Units

Criteria	% Weight in Total Rating Score	Remarks	Responsible Delivery Units			
			OP/OVP/Research Staff/PASCN	PSD	RID	AFD
Physical Targets	65%	No. of research studies completed - 34	/	/		
		Percentage of research projects completed within the last 3 years submitted/ presented to policymakers and/or cited/published in a recognized journal or other publication - 100%	/	/	/	
		Percentage of researches completed within the last 2 years disseminated through various channels (i.e. fora, seminars, online database, etc.) - 95%			/	
		BUR - 100%				
		Sustained Compliance with Audit Findings - 100%				/
		Submission of BFARs - 100%				/
		Submission of APP - 100%				/
		Submission of results of 2017 APCPI - 100%				/
Other PBB Requirements:	35%					
Timely submission of the requirements for the QMS	10%	If all DU had participated in the implementation of QMS, they automatically get 10%.	/	/	/	/

<u>Criteria</u>	<u>% Weight in Total Rating Score</u>	<u>Remarks</u>	<u>Responsible Delivery Units</u>			
			<u>OP/OVP/Research Staff/PASCN</u>	<u>PSD</u>	<u>RID</u>	<u>AFD</u>
Participation in the undertaking of early procurement	10%	The DU which gets the highest participation in the early procurement automatically gets 10%, next higher is 8%. Third and fourth ranking DU shall get 6% and 4% respectively. (Submission of PR/TOR based on the calendar for the Early Procurement)	/	/	/	/
Streamlining and process improvement of the delivery units' critical services	10%	The DU which has achieved its target (for all the criteria) for the streamlining shall automatically get 10% while those that did not achieved its target will not get any point.	/	/	/	/
Compliance with the FOI Program	5%	The DU that were able to submit all the required reports on time (as certified by the FOI receiver) shall automatically get 5% while those that did not will get 0%	/	/	/	/

5. 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/PASCN);
- b. Project Services Department (PSD);
- c. Research Information Department (RID); and
- d. Administrative and Finance Department (AFD).

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

6. Eligible Officials and Staff (per Sec. 7.0 of IATF MC No. 2018-01):

- a. The eligibility of the PIDS President shall depend on the eligibility of the Institute. If the Institute is eligible, the PBB rate of the PIDS President for FY 2018 shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2018.
- b. Non-ex officio Board Members of PIDS Board of Trustees may be eligible to a rate equivalent to the 65% of the monthly basic salary of the PIDS President as of December 31, 2018 subject to the following conditions:
 - b.1. The GOCC has qualified the grant of the FY 2018 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 appropriate annual Board-approved COB to DBM in accordance with Corporate Budget Circular No. 22 dated December 1, 2016.
- 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 2018.
- 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 mother 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. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual service to the participating agency, as stated in item "h" hereof.
- g. 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.
- h. An official or employee who has rendered a minimum of three (3) months but less than nine (9) months of service with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis 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.


- i. 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.
- j. Personnel found guilty of administrative and/or criminal cases by formal and executory judgment in FY 2018 shall not be entitled to PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
- k. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under the CSC MC No. 3 s. 2015, shall not be entitled to the FY 2018 PBB.
- l. Officials and employees who failed to liquidate cash advances received in FY 2018 within the reglementary period as required by the COA shall not be entitled to the FY 2018 PBB.
- m. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2017 PBB.
- n. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the PIDS' system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if PIDS fails to comply with any of these requirements.


7. Rates of the FY 2018 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, 2018, as follows:

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


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