

**Philippine Institute for Development Studies
Criteria and Ranking System in the Grant of Performance-Based
Bonus (PBB) for CY 2017**

1. Legal Basis

The criteria and ranking system herein provided for CY 2017 are pursuant to IATF Memorandum Circular No. 2017-1 dated March 9, 2017 titled “Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order No. 80 and Executive Order No. 201 s. 2016”.

2. 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 reflected in the DBM Form BP 700 in the 2017 PIDS Corporate Operating Budget (COB).

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 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

4. Eligible Officials and Staff:

- 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 2017 shall be equivalent to 65% of his/her monthly basic salary.
- 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 subject to the following conditions:

- b.1. The GOCC has qualified the grant of the FY 207 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 2017.
- 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. 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 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.
- 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 2017 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 2016 SALN as prescribed in the rules provided under the CSC MC No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
- k. Officials and employees who failed to liquidate cash advances received in FY 2017 within the reglementary period as required by the COA shall not be entitled to the FY 2017 PBB.
- l. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2017 PBB.

5. **Non-Eligible Officials and Staff**

The following are not eligible for the grant of the FY2017 PBB:

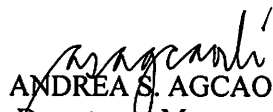
- a. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs) if PIDS fails to submit the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002.
- b. The PIDS President and Chairman and Secretariat of the PIDS Bids and Awards Committee (BAC) if PIDS fails to submit the following
 - FY 2017 Annual Procurement Plan Non-Common-Use Supplies and Equipment (APP-non CSE) to the Government Procurement Policy Board
 - FY 2018 Annual Procurement Plan Common-Use Supplies and Equipment (APP- CSE) to the DBM-Procurement Service
 - Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System
- c. Officials and employees responsible for the non-compliance of prior years' audit recommendations.
- d. Officials and employees responsible for the compliance of the QMS-aligned documentations if PIDS fails to comply with the requirements.
- e. Officials and employees responsible for posting and dissemination of the PIDS system of ranking performance of delivery units shall not be entitled if PIDS fails to comply.


6. Rates of the FY 2017 PBB:

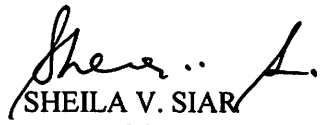
The PBB rates of individual employees shall depend on the performance ranking of the department/delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2017, as follows:

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: 28 September 2017