



Office Order No. 2016- 167
12 December 2016

**SYSTEM OF RATING AND RANKING OF DELIVERY UNITS
OF THE CESB FOR THE GRANT OF PBB FOR FY 2016**

In connection with the implementation of a performance-based incentive system (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) authorized under Executive Order No. 80, s. 2012 and pursuant to Memorandum Circular No. 2016-1 dated 12 May 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems (AO 25 IATF), the system of rating and ranking of delivery units for the grant of PBB for FY 2016 is hereby prescribed:

1.0 ELIGIBILITY OF INDIVIDUALS

- 1.1. The eligibility of the Executive Director as Head of Agency will depend on the eligibility and performance of the agency. The Executive Director's PBB shall be based on the monthly basic salary as of 31 December 2016, as follows:

Agency Performance	PBB as % of Monthly Basic Salary
Achieved all Good Governance Conditions (GGCs), and the physical targets in all MFO, STO and GASS indicators	65%
Achieved all GGCs and has deficiency/ies in some of the physical targets due to uncontrollable reasons	57.5%
Achieved all GGCs, and has deficiency in one of the physical targets due to controllable reasons	50%

Further, the Executive Director shall not be included in the ranking and reporting of delivery units.

- 1.2 CESB personnel belonging to the First and Second Levels should receive a rating of at least "Satisfactory" for the last two (2) semesters as reflected in their respective Individual Performance Commitment and Review (IPCR) for FY 2016.
- 1.3 Meanwhile, CESB officials who are incumbents of CES positions should receive a rating of at least "Satisfactory" under the CESPES. Payment of their PBB shall be contingent on the release of results of the CESPES.

- 1.4 An employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
- 1.5 An employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least "Satisfactory" rating shall be eligible to the grant of PBB on a pro-rata basis 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 requirements to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/ Study Leave; and
 - h. Sabbatical Leave.
- 1.6 CESB personnel found guilty of administrative and/or criminal cases in FY 2016 by final and executory judgment shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 1.7 Officials and employees who failed the following requirements shall not be entitled to the FY 2016 PBB:
- a. Submit the 2015 SALN as prescribed in the rules provided under Civil Service Commission Memorandum Circular No. 3, s. 2015;
 - b. Liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the Commission on Audit; and
 - c. Submit their complete IPCR Forms for the First and Second Semesters of FY 2016.

2.0 RANKING OF DELIVERY UNITS

2.1 The CESB shall be divided into six (6) delivery units, as follows:

- a. Office of the Executive Director;
- b. Eligibility and Rank Appointment Division;
- c. Professional Development Division;
- d. Performance Management and Assistance Division;
- e. Policy, Planning, and Legal Division; and
- f. Finance and Administrative Division.

2.2 The delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

Thus, there shall only be one (1) best delivery unit, two (2) better delivery units, and three (3) good delivery units following a normal distribution.

2.3 To facilitate the forced ranking of delivery units, the Performance Management Team (PMT) shall use the performance and accomplishments of the delivery units for CY 2016 based on criteria provided below:

Criterion	Weight Allocation
Percentage of accomplishments of the delivery unit in terms of its core functions/commitments/targets	80%
Percentage of accomplishments of the delivery unit in terms of additional instructions from the Management	20%

3.0 RATES OF THE FY 2016 PBB

3.1 The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of 31 December 2016, as follows, but not lower than PhP 5,000:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

This Office Order shall further be guided by the provisions of AO25 IATF Memorandum Circular No. 2016-1 dated 12 May 2016 and shall supersede previous issuances to the contrary.



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