



Office Order No. 2017- 146
19 September 2017

SYSTEM OF RANKING DELIVERY UNITS FOR THE GRANT OF FY 2017 PBB

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 (MC) No. 2017-1 dated 09 March 2017 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems (AO25 IATF), the system of rating and ranking of delivery units for the grant of PBB for FY 2017 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 of the agency. If eligible, the PBB rate of the Executive Director shall be equivalent to 65% of her monthly basic salary.

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 2017.
- 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 2017 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 to comply with the following requirements shall not be entitled to the FY 2017 PBB:

- a. Submit their 2016 SALNs as prescribed in the rules provided under Civil Service Commission Memorandum Circular No. 3, s. 2015;
- b. Liquidate within the reglementary period all cash advances received in FY 2017 as prescribed in Commission on Audit (COA) Circular 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009; and
- c. Submit their complete IPCR Forms for the First and Second Semesters of FY 2017.

1.8 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) as prescribed in COA Resolution 2014-003 dated 14 January 2014 and COA Circular 2015-002 dated 09 March 2015 shall not be entitled to the FY 2017 PBB if the agency fails to comply with the said reporting requirements.

- 1.9 The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:
- a. FY 2017 Annual Procurement Plan (APP-non Common-Use Supplies and Equipment) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015;
 - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement; and
 - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution NO. 10-2012, complete with the following forms: (1) APCPI – Self-Assessment Form; (2) APCPI – Consolidated Procurement Monitoring Report; (3) APCPI – Procurement Capacity Development Action Plan; and (4) the Questionnaire.
- 1.10 Officials and employees responsible for the non-compliance of prior years' audit recommendations as specified in Section 6.3.c of AO25 IATF MC No. 2017-01, series of 2017 shall not be entitled to the FY 2017 PBB.
- 1.11 Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.a and 6.2.b of AO25 IATF MC No. 2017-01, series of 2017 shall not be entitled to the FY 2017 PBB if the agency fails to comply with the said requirement.
- 1.12 Officials and employees responsible for posting and dissemination of the agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the agency fails to comply.

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 CESB Performance Management Team (PMT) shall use the performance and accomplishments of the delivery units for CY 2017 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%

2.4 Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.

3.0 RATES OF THE FY 2017 PBB

3.1 The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong with the rate of incentive as a multiple to one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.5

This Office Order shall further be guided by the provisions of AO25 IATF Memorandum Circular No. 2017-1 dated 09 March 2017 and shall supersede previous issuances to the contrary.



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