	<b>Philippine Statistics Authority</b>  <b>CRITERIA IN RANKING OF DELIVERY UNITS AND INDIVIDUAL PERFORMANCE FOR THE 2017 PERFORMANCE-BASED BONUS</b>	Doc Ref No.:	17CRDUIPPBB
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The ultimate purpose of the Performance-Based Bonus (PBB) is to develop a culture of excellence in the workplace. It is an incentive to improve one's work habits and quality in the delivery of products and services.

The Philippine Statistics Authority (PSA) structure has 4 Offices, 8 Services and 40 Divisions in the Central Office, 17 Regional Offices and 86 Provincial Offices in the Field Office.


For 2017 PBB, the Performance Management Team (PMT) identified 118 Delivery Units (DUs), as follows:

<b>Delivery Units</b>	<b>Office/Service/Divisions/ Regions/Province</b>	<b>Number</b>
Office of the National Statistician/Deputy National Statistician	<b>Office of the National Statistician</b>	<b>3</b>
	<i>Office of the National Statistician /Staff/ Internal Audit Division/Office of the Deputy National Statistician/Staff/International Cooperation Unit, Statistical and Methodology Unit</i>	<b>1</b>
	<i>Planning and Management Service</i>	<b>1</b>
	<i>Legal Service</i>	<b>1</b>
Office		
Sectoral Statistics Office(SSO)	<b>Services</b>	<b>3</b>
	<i>Macroeconomic Accounts Service (MAS)</i>	<b>1</b>
	<i>Economic Sector Statistics Service (ESSS)</i>	<b>1</b>
	<i>Social Sector Statistics Service(SSSS)</i>	<b>1</b>
Censuses and Technical Coordination Office(CTCO)	<b>Services</b>	<b>3</b>
	<i>National Censuses Service (NCS)</i>	<b>1</b>
	<i>Standards Service (SS)</i>	<b>1</b>
	<i>Information Technology and Dissemination Service</i>	<b>1</b>

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Civil Registration and Central Support Office(CRCSO)	<b>Services/Divisions</b>	<b>6</b>
	<i>Civil Registration Services</i>	1
	<i>Vital Statistics</i>	1
	<i>Office of the Assistant National Statistician, Finance Service</i>	2
	<i>General Services Division</i>	1
	<i>Human Resources Division</i>	1
Regional Statistical Services Office (RSSO)		<b>17</b>
Provincial Statistics Office (PSO)		<b>86</b>
<b>Total</b>		<b>118</b>

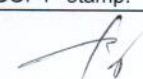
The PSA will adopt the Memorandum Circular No. 2017-1 dated 9 March 2017 on the eligibility criteria and ranking of Delivery Units. Delivery units eligible to the PBB shall be forced ranked based on the OPCR rating, according to the following:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit


Amount of PBB is based on the individual's monthly basic salary as of 31 December 2017. Or Php5,000 PBB if the 50% of monthly basic salary is lower than Php5,000.

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best	65%
Better	57.5%
Good	50%

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### ELIGIBILITY OF INDIVIDUALS<sup>1</sup>

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months of Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
2. 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.
3. 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.
4. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
5. An official or 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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%


6. 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:
  - a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave and/or Paternity Leave;

<sup>1</sup> – Excerpts from Memorandum Circular No. 2017-1 dated 9 March 2017

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- f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave;
  - h. Sabbatical Leave
7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
  8. Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2017 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
  9. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
  10. Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
  11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
  12. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.
  13. 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), shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated 9 March 2015.
  14. 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 Department/Agency fails to submit the following:
    - a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015

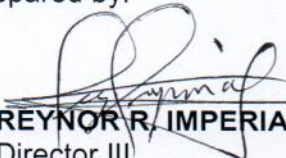
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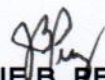
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- b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before 30 November 2017.
- c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB 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 the Questionnaire on before 31 March 2017. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
15. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
16. Officials and employees responsible for the QMS certification shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.
17. Officials and employees responsible for posting and dissemination of the Department/Agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply.

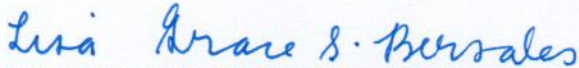
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