



GUIDELINES / MECHANICS IN RANKING OFFICES / DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

I. Background and Purpose

Pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular 2019-1, Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016, the Philippine Overseas Employment Administration (POEA) hereby adopts these guidelines in the ranking and distribution of Performance-Based Bonus to its officials and employees.

This is issued to prescribe the criteria and conditions for the grant of the Performance-Based Bonus (PBB) for FY 2019.

II. Coverage

All officials and employees holding regular, temporary coterminous and casual positions, having an employer-employee relationship.

III. Eligibility

1. Satisfy 100% of the Good Governance Conditions (GCGs) for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF) as provided in the Memorandum Circular 2019-1.
2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.
3. The eligible officials and employees to the PBB shall be forced ranked according to the following categories, pursuant to the Memorandum Circular No. 2019-1 issued by the AO25 IATF:

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

4. Employees belonging to the First and Second positions should receive a rating of at least "Satisfactory" rating based on POEA's CSC-approved Strategic Performance Management System (SPMS) and at least "Very Satisfactory" rating for Third Level positions based on the Career Executive Performance Evaluation System (CESPES).

5. An official or employee 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 recipient agency.
6. An official or employee who transferred to another government 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.
7. An official or employee 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 length of service to the participating implementing agency.
8. An official or employee who has rendered a minimum of nine (9) months of service in applicable year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
9. 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 to the grant of PBB on a pro-rata basis corresponding to the 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 official/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 or Paternity Leave
 - f) Vacation or Sick Leave With or Without Pay
 - g) Scholarship/Study Leave
 - h) Sabbatical Leave
10. An official/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.
 11. An official or employee found guilty of administrative and/or criminal cases in applicable year with formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the official/employee concerned to the grant of PBB.

12. An official or employee who failed to submit the applicable year Statement and Assets Liabilities (SALN) as prescribed in the rules provided under the CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the applicable year PBB.
13. An official or employee who failed to submit the applicable year Statement of Assets, Liabilities and Net worth (SALN) to the respective SALN repository agencies shall not be entitled for the applicable year PBB.
14. An official or employee who failed to liquidate within the reglementary period the Cash Advances receive in FY 2019 as required by the Commission on Audit (COA) shall not be entitled to the applicable year PBB.
15. An official or employee who failed to submit his/her complete Strategic Performance Management System (SPMS) Forms shall not be entitled to the applicable year PBB.
16. An official or employee who is responsible for the implementation of the prior year's audit recommendation, QMS certifications, or posting and dissemination of the Department / Agency system of ranking performance of delivery units, shall not be entitled to the applicable year PBB if POEA fails to comply with any of these requirements.

IV. Rates of the FY 2019 PBB

The PBB rates of the individual employees shall depend on the performance ranking of the POEA, based on the individual's monthly salary as of December 31, 2019, as follows:

Performance Category	Multiple of Basic Salary
Best (10%)	0.65
Better (25%)	0.575
Good (65%)	0.50

The performance of the individual employees shall be the average rating of the two (2) evaluation rating periods as reflected in the Individual Performance Commitment and Review (IPCR) Form. The ranking of the Delivery Units shall be determined by the POEA - Performance Management Team (PMT).

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