

**National
Conciliation and
Mediation
Board**

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MEMORANDUM

**TO : ALL OFFICIALS AND EMPLOYEES
This Board**

**SUBJECT : GUIDELINES ON THE GRANT OF PERFORMANCE-
BASED BONUS (PBB) FOR FY 2015**

DATE : 26 OCTOBER 2015

The following are the guidelines in granting the Performance-Based Bonus for FY 2015 to all NCMB officials and employees:

I. COVERAGE

These guidelines cover all:

1. NCMB officials and employees holding regular plantilla positions; and
2. Personnel having rendered a minimum of nine (9) months of service during the fiscal year.

An employee who rendered a minimum of three (3) months but less than nine (9) months of service with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis.

An employee may not be able to meet the minimum of nine (9) months of service due to the following reasons:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

II. ELIGIBILITY CRITERIA

1. Branches, offices or delivery units that meet the following criteria and conditions are eligible for the PBB for FY 2015:
 - a. Achieved at least 90% of each of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration Support Services (GASS);
 - b. Satisfied 100% of the Good Governance conditions based on the performance drivers of the Results-based Performance Management System (RBPMS):

- b.1 Maintain/Update the Agency Transparency Seal
- b.2 Maintain/Update the PhilGEPS posting and
- b.3 Maintain/Update the Citizen's or Service Charter or its equivalent.
- c. Adopted the DOLE-approved SPMS guidelines in rating and ranking First and Second Level officials and employees of the department which included its attached agencies.
- d. Complied to Public Financial Management reporting requirements of COA and DBM.
- e. Complied with the requirements on the submission of the agency's Annual Procurement Plan (APP).
- f. To be eligible for a higher percentage distribution in the ranking, the Board must achieve at least 90% of each of the additional targets of the Secretary as reflected in the OP Planning Tool.

III. RANKING OF DELIVERY UNITS

1. Branches, offices or delivery units eligible to the PBB shall be forced rank according to their final OPCR ratings based on the accomplishments of the branch/office performance targets and workload as shown in the table below:

Criteria	Percent Allocation
2015 OPCR Accomplishment Overall Rating	85%
Workload	15%
TOTAL RATING	100%

2. The OPCR is composed of Core Deliverables and Non-Core Deliverables performance measures.
 - a. Major Programs, Activities and Projects (PAPs), specifically those enrolled in the Planning Tool and the Major Final Output (MFO) shall form part of the Core Deliverables. ***It shall have a weight allocation of 70 percent of the total rating.***
 - b. PAPs under Support to Operations (STO) and General Administration and Support Services (GASS) shall be considered under the Non-Core Deliverables. ***It shall be given a weight allocation of 30 percent.***
3. The completeness, accuracy and timely submission of reporting requirements shall also be rated.

The numerical rating (1-4) used in the OPCR shall be adopted in rating timeliness of report submission as against its planned targets of submission/deadline, as follows:

Numerical Rating	Description/Adjectival Rating
4	Submitted on time
3	1-5 days late submission
2	6-10 days late submission
1.5	More than 11 days late submission
1	Non-submission

4. Only the personnel belonging to eligible delivery units are qualified for PBB.
5. The Board's Performance Management Team (PMT) and Performance Validation Team (PVT) shall directly oversee and validate the performance of the delivery units and assist in carrying out forced ranking of delivery units.

IV. RATING AND RANKING OF INDIVIDUALS BASED ON PERFORMANCE

1. To qualify for the grant of PBB, employees belonging to the First and Second Levels and other officials not covered by the CESPES should receive a rating of at least **"Satisfactory"** equivalent to a rating of 2 under the CSC approved Strategic Performance Management System (SPMS).
2. The following weight allocations shall be observed to arrive at the PBB general rating of individual employees:

CRITERIA	WEIGHT (%)	NUMERICAL RATING	DESCRIPTION/ADJECTIVAL RATING
A. Performance Factor (IPCR)	90	4	Meeting the success indicators – Outstanding (O)
		3	90% to 99% of the success indicators – Very Satisfactory (VS)
		2	80% to 89% of the success indicators – Satisfactory (S)
		1	79% or below the success indicators – Unsatisfactory (US) – NOT ENTITLED TO PBB

B. Behavioral Factor	10		
Work Attitude	4	4	Shows remarkable interest in his job, a self-starter, always able to devise ways and means to accomplish tasks or with innovations, a team player
		3	Sometimes shows initiative to devise ways and means to accomplish tasks, a team player
		2	Shows normal interest in his job, does only what is required of him
		1	Lacks interest in his job, must be always told to do his assignments, does not involve in group work
Punctuality	3	4	Incurred not more than 5 times of tardiness/undertime in a semester
		3	6-15 times tardy/undertime per semester during the rating period
		2	16-30 times per semester during the rating period
		1	31 times or more in a semester during the rating period
		0	Penalized for policy violation during the semesters (10 times in 2 consecutive months in a semester or during the year – A.O. No.390, s. 2003 and CSC MC No. 16, 2. 2010)
Attendance	3	4	Incurred 0–3 days of absences in a semester
		3	4-10 days of absences per semester during the rating period
		2	11-15 days of absences per semester during the rating period
		1	Incurred more than 15 days of absences or 1-7 unauthorized absences with warning during the semester
		0	Penalized or with policy violation in a semester during the rating period (Exceeding 2.5 days of unauthorized absences in a month or at least 3 consecutive

			months during the year (Habitual Unauthorized Absences per A.O. No. 390, s. 2003)
			Excluded in the counting of absences: forced leave, maternity leave, paternity leave, solo parent leave, special privilege leave, rehabilitation leave, special leave for women, violence against women leave, special emergency leave
TOTAL	100		

3. Since the Board is observing an annual performance evaluation rating, the Work Attitude shall be rated for the whole year while the average rating for the punctuality and attendance criteria for the 1st and 2nd semesters shall be considered. To arrive at the final rating, the Behavior and Performance factors shall be added. To attain an objective rating for Work Attitude, the branch/office may adopt a validation tool such as, 360 degrees survey/inquiry among supervisors, subordinates and peers, review of incidental reports, and feedback from clients, among others.
4. Officials belonging to the Third Level should receive a rating of at least **"Very Satisfactory"** under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to Third Level officials shall be contingent on the result of the CESPES. The CESPES rating of the Third Level officials shall comprise 100% of his/her PBB General Rating.
5. Personnel on detail to another government agency/office for six (6) months or more shall be included in the ranking of employees in the recipient agency/office that rated his/her performance. Payment of the PBB shall come from the mother agency.
6. Personnel who transferred/assigned from one government agency/office to another agency/office shall be rated and ranked by the agency/office where she/he served the longest. If equal months were served for each agency/office, she/he will be included in the recipient agency.
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 case filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
9. Officials and employees who *failed to submit the 2014 SALN* as prescribed in the rules provided under CSC Memorandum No. 3 s. 2015, shall not be entitled to the FY 2015 PBB.
10. Officials and employees who *failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by COA* shall not be entitled to the FY 2015 PBB.

11. Officials and employees of branch, office or delivery units that are qualified for the PBB, shall be forced ranked:

For the best branch, office or delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 20%	Best Performer
Next 35%	Better Performer
Nest 45%	Good Performer

For the better branch, office or delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 15%	Best Performer
Next 30%	Better Performer
Nest 55%	Good Performer

For the good branch, office or delivery unit

<u>Ranking</u>	<u>Individual Performance Category</u>
Top 10%	Best Performer
Next 25%	Better Performer
Nest 65%	Good Performer

V. PBB DISTRIBUTION AND RATES

1. The rates of the PBB shall be based on the performance ranking of offices and rating of individuals, as provided in EO No. 80, as follows:

Office Performance Category	Individual Performance Category		
	Best	Better	Good
Best	P35,000	P20,000	P10,000
Better	P25,000	P13,500	P7,000
Good	P15,000	P10,000	P5,000

2. Employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be granted PBB on the following rates:

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%

VI. PAYMENT OF PBB

1. The PBB shall be given to officials and employees one (1) month after the approval of the forced ranking of offices and release of funds by the DBM. The PBB shall be sourced from the Miscellaneous Personnel Benefits Fund in the General Appropriations Act.
2. Across the board granting of PBB is strictly prohibited. Agencies/offices found to evenly distribute PBB among employees, shall be warned and investigated by the IATF. If found guilty, the Task Force has the right to withhold bonuses of these agencies/offices.

FOR YOUR INFORMATION AND STRICT COMPLIANCE.



SHIRLEY M. PASCUAL
OIC Executive Director IV

Attached as stated.