



**National
Conciliation and
Mediation
Board**

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Department of Labor and Employment
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MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
This Board

SUBJECT : CRITERIA ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2017

DATE : 27 September 2017

Pursuant to Memorandum Circular No. 2017-01 dated March 09, 2017 the following are the guidelines in granting the Performance-Based Bonus for FY 2017 to all NCMB officials and employees:

I. DETERMINATION OF DELIVERY UNITS

1. A **delivery unit** is the primary subdivision of a department or agency performing substantive line functions, technical services or administrative support as reflected in agency's organizational structure and/or functional chart.
2. To facilitate the ranking process, the clustering of the delivery units shall be based on similarities of functions and responsibilities, provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25% respectively, of the total number of delivery units. Hence, the delivery units shall be as follows:
 - Office of the Executive Director which includes Deputy Administrators and Department Heads
 - Divisions of the Central Office
 - Regional Conciliation Mediation Branches

II. ELIGIBILITY CRITERIA FOR RANKING OF DELIVERY UNITS

1. Delivery units eligible to the PBB shall be rated and ranked using the following criteria and percentage of score weights:

| Criteria | Percent Allocation |
|---|--------------------|
| 2017 OPCR Accomplishment Overall Rating | 90% |
| Executive Director's Rating | 10% |
| TOTAL RATING | 100% |

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