

**Supplemental Guidelines in the Ranking and Distribution of the
2018 Performance-Based Bonus (PBB)**

I. LEGAL BASIS

Pursuant to Inter-agency Task Force (IATF) Memorandum Circular No. 2018-1, Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016, SB Corp hereby adopts these guidelines in the ranking and distribution of PBB to its Official and Employees.

II. COVERAGE

All Officials and Employees who occupy plantilla positions.

III. ELIGIBILITY OF AGENCY

Achieve the targets reflected in approved FY 2018 Performance Scorecard and eligibility requirements specified in separate guidelines to be issued by GCG.

IV. ELIGIBILITY OF INDIVIDUALS

1. Officials and Employees who have rendered at least nine (9) months of service for year ending December 31, 2018, and have received a rating of at least "Satisfactory" are entitled to PBB.
2. The eligibility of the President/CEO will depend on the eligibility performance of SB Corp. If eligible, the PCEO's PBB rate for FY 2018 shall be equivalent to 65% of her monthly basic salary as of December 31, 2018.
3. Career officials and employees should receive a rating of at least "Satisfactory" based on the SB Corp CSC-approved Strategic Performance Management System (SPMS).
4. Those who were promoted/transferred/reassigned within the applicable year shall be ranked in the units (Department/Branch/Office) where they rendered services longest. If equal months were served, he/she will be included in the recipient unit.
5. 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.



6. 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.
7. Officials and employees 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, as stated in Item 9 below.
8. 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 SERVICES	% 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%

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;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
9. An employee who is on vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
 10. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.



11. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.
12. Officials and employees who failed to liquidate all cash advances received in FY 2018 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 2018 PBB.
13. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
14. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
15. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

V. RANKING OF DELIVERY UNITS

1. Eligible delivery units who achieved their targets in accordance with GCG guidelines that may be later prescribed, shall be forced ranked by Management according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The declaration of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of delivery units shall be indicated in the Annex 7: Form 1-Report on Ranking of Delivery Units.



2. To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance.
3. Only the personnel belonging to eligible delivery units are qualified for the PBB.
4. The CGC shall issue pertinent guidelines on the ranking of delivery units for GOCCs covered by RA 10149.
5. The performance of each delivery unit shall be based on annual performance rating of said unit as reflected in the Office Performance Commitment and Review (OPCR) Form.


VI. RATES OF PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

SB Corp's PBB Guidelines may be updated subject to review of the Management and issuance of pertinent guidelines for the implementation of 2018 PBB by the GCG.

Approved by:


Ma. Luna E. Cacanando
 President/CEO

Date: _____

	Delivery Unit 2							
TOTAL BETTER								
Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (In %)	List of Employees				Months in service in 2018	Amount of PBB
			Names of Employee	Salary Grade (and Step Increment)	Monthly Basic Salary			
2.3 Good (65%)	Delivery Unit 1							
	Delivery Unit 2							
TOTAL GOOD								
2.4 Did not meet Targets (No PBB)	Delivery Unit 1							
	Delivery Unit 2							
TOTAL POOR								

2.5 Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
				TOTAL		
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
				TOTAL		
2.7 Did not submit SPMS Forms	Delivery Unit 1					
	Delivery Unit 2					
				TOTAL		

Head of IIR

Date:

Department Agency Head

Date: