

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)**

The grant of Performance-Based Bonus (PBB) shall be based on the overall company and group performance, and then distributed to qualified SB Corp officers and employees pursuant to IATF MC No. 2018-01¹ and GCG MC No. 2017-01².

For this purpose, SB Corp shall adopt the following guidelines:

1. Groups/delivery units eligible to the PBB shall be forced ranked according to the following categories:

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


To facilitate the ranking of groups/delivery units, SB Corp Performance Management Team (PMT) shall group or cluster the groups/delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance.

2. The declaration of responsible groups/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of groups/delivery units.
3. Only personnel belonging to eligible groups/delivery units are qualified for the PBB as well as those who are eligible pursuant to GCG MC No. 2017-01.
4. The rates of the PBB for each individual shall be based on the performance ranking of the individual's group/delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December of the applicable year, based on the table below:

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

5. SB Corp Management shall issue supplemental guidelines to operationalize the same within 30 days from posting.

Approved by:



MA. LUNA E. CACANANDO
President/CEO

Date: 01 October 2018

¹ Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under EO No. 80 s. 2012 and EO No. 201 s. 2016

² Interim Performance-Based Bonus (PBB)