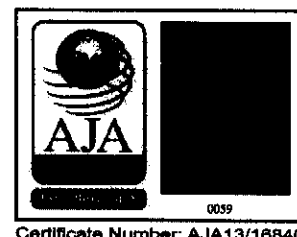




Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Quality Management System for Adjudication of Pension Claims
ISO 9001:2008 Certified



Certificate Number: AJA13/16840

29 October 2015

OFFICE CIRCULAR

NUMBER : OC-2015-05

**SUBJECT : SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FY 2015**

I. REFERENCES:

1. Executive Order No. 80 dated 20 July 2012, "*Directing the Adoption of a Performance-Based Incentive System*";
2. Administrative Order No. 25, s.2011 "Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"
3. Memorandum Circular No. 2015-1 dated 12 August 2015, "*Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80.*"
4. Department Circular No. 1 dated 31 January 2013, "*Integrated Personnel Performance Management System*, as revised by Department Circular No. 04 March 2014, "*Revised Policies and Guidelines on the Integrated Personnel Performance System (IPPMS)*".

II. PURPOSE:

This Office Circular prescribes the guidelines on the system of ranking delivery units and individuals for the grant of Performance-Based Bonus (PBB) for FY 2015.

III. COVERAGE:

All officials and employees of PVAO holding regular plantilla positions.

IV. GUIDELINES:

The following shall be observed in ranking delivery units and individuals for the grant of Performance-Based Bonus for FY 2015:

Serbisyo sa Beterano, Serbisyo sa Bayan

Veterans Compound, Camp General Emilio Aguinaldo, Quezon City
Website: www.pvao.mil.ph / Tel. No. (02) 912-4526

1. The Agency should meet at least 90% of each of the FY 2015 targets as reflected in the General Appropriation Act and the targets enumerated in the criteria and conditions in Section 3.1, as well as Section 4 of Memorandum Circular No. 2015-1, among others, should:

- 1.1 Satisfy 100% of the good governance set by the AO25;
- 1.2 Use the CSC-approved Integrated Personnel Performance Management System (IPPMS) in rating and ranking the delivery units and the first and second level employees of each delivery unit.

2. All qualified delivery units shall be forced ranked based on the result of their rating as evaluated on the Office/Division Performance Commitment Review (OPCR/DCPR) form.

3. Only personnel belonging to eligible delivery units are qualified for PBB, and shall be ranked as follows:

For Best Delivery Unit

| Ranking | Individual Performance Category |
|----------|---------------------------------|
| Top 20% | Best Performer |
| Next 35% | Better Performer |
| Next 45% | Good Performer |

For Better Delivery Unit

| Ranking | Individual Performance Category |
|----------|---------------------------------|
| Top 15% | Best Performer |
| Next 30% | Better Performer |
| Next 55% | Good Performer |

For Good Delivery Unit

| Ranking | Individual Performance Category |
|----------|---------------------------------|
| Top 10% | Best Performer |
| Next 25% | Better Performer |
| Next 65% | Good Performer |

4. The eligibility of individuals shall be governed by the following (Section 6 of MC No. 2015-1):

4.1 Employees belonging the First and Second Levels should receive a rating of at least "Satisfactory" based on the CSC-approved IPPMS;

4.2 Third Level Officials or incumbents to CES positions should receive a rating of at least "Very Satisfactory" under the CESPES. Payment of their PBB shall be contingent on the release of results of the CESPES;



4.3. 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;

4.4. 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;

4.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with 4.1 and 4.2 hereof may be eligible to the full grant of the PBB;

4.6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

| 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% |

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

4.7 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;

4.8. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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;

4.9. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2015 PBB;

4.10. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

5. The following additional criteria on top of the overall individual performance rating shall be adopted to determine the "best among the best" performers and to break the ties in rating:

5.1 Intervening activities;

a. The activity is not within the regular functions of the individual or the performance work outputs/commitments of his/her division or unit;

b. Completion of the intervening activity is urgent and non-compliance/performance of said activity will unduly prejudice the organization/service; and

c. Performance or completion of the intervening activity will require an aggregate period of one week to two months and above.

5.2. Participation in PVAO activities;

5.3. Awards/commendations;

5.4. Attendance and punctuality.

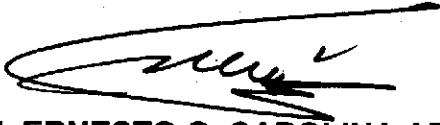
V. SEPARABILITY CLAUSE:

Should any provision of this Circular be declared invalid, the other provisions not affected thereby shall remain valid and subsisting.



VI. EFFECTIVITY:

This Circular takes effect upon approval.

A handwritten signature in black ink, appearing to read 'Ernesto G. Carolina', with a large, sweeping flourish at the end.

LTGEN. ERNESTO G. CAROLINA AFP(RET)
Administrator