



PCSO GUIDELINES ON THE SYSTEM OF RANKING OF OFFICIALS AND EMPLOYEES FOR THE GRANT AND DISTRIBUTION OF PERFORMANCE-BASED BONUS

I. Legal Basis

Pursuant to the Governance Commission for Government Owned or Controlled Corporations (GCG) Memorandum Circular No. 2019-02 dated 25 July 2019, the PCSO hereby adopts these guidelines in the ranking and distribution of the Performance-Based Bonus (PBB) to its officials and employees.

II. Purpose

This guideline shall serve as a basis in determining the eligibility, the system of ranking and the corresponding distribution of PBB to eligible and qualified PCSO officials and employees.

III. Coverage

All PCSO officials and employees occupying plantilla positions.

IV. Eligibility of Individuals

1. To be eligible for the grant of the PBB, officials and employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the CSC-approved PCSO Strategic Performance Management System (SPMS) Implementing Guidelines.
2. Officials and employees who occupy permanent, coterminous or temporary positions shall be entitled to the full grant of the PBB at the time of its release, provided they have rendered an aggregate of at least nine (9) months of service during the applicable year.
3. Officials and employees who do not meet the minimum service requirement but have rendered at least three (3) months of service during the applicable year shall be entitled to PBB on a *pro-rata* basis, 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. 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; and
 - i. Other leaves provided for by law.
4. Plantilla personnel on detail to another government agency for six (6) months or more shall be included in the system of ranking of employees in the recipient agency that rated his/her performance. However, PCSO shall cover the payment of the PBB.
 5. Personnel who transferred from another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, they shall be rated and ranked by PCSO.
 6. Personnel 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 individual shall be eligible to the grant of PBB on a *pro-rata* basis corresponding to the actual length of service to PCSO, per Section IV.3.
 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 cases in the applicable year by final and executory judgment 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 grant of the PBB.
 9. Officials and employees who failed to timely submit the latest Statement of Assets, Liabilities and Net Worth (SALN) as prescribed under applicable CSC rules or those who are responsible for the non-compliance with the

establishment and conduct of the review and compliance procedure of the SALN, shall not be entitled to the PBB of the applicable year.

10. Officials and employees who failed to liquidate all Cash Advances received in the applicable year within the reglementary period, as stated in relevant and prevailing Commission on Audit (COA) Circulars, shall not be entitled to the PBB for the same year.
11. Officials and employees who failed to submit their complete Office Performance and Commitment Review (OPCR)/ Branch Performance and Commitment Review (BPCR)/ Division Performance and Commitment Review (DPCR)/ Individual Performance and Commitment Review (IPCR) Forms to the concerned SPMS Performance Management Team (PMT) units, shall not be entitled to the PBB of the applicable year.

V. Distribution System

1. **Grouping of Personnel** – In determining the distribution of the PBB among qualified PCSO officials and employees, all personnel shall be ranked on a percentile basis within their respective levels, as follows:

- a. **Senior Management** – refers to executive officers of PCSO primarily involved in the development, evolution and approval of long-term vision across a function or area of specialization. The level includes the General Manager and Assistant General Managers (JG 18 and 19).

However, the General Manager (GM), as the highest-ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under the applicable M.C. on the same, or the PBB, *but not both*. In the event that the GM is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall not be included in the forced ranking of other Officers within this Level.

- b. **Middle Management** – refers to officers whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources and includes Department Managers, Branch Managers and Division Chiefs (JG 12 to 15).
- c. **Professional and Supervisory** – includes personnel whose work requires the application of expertise in professional or technical area(s) to achieve results, including supervisors and junior management that may not have full management authority (JG 9 to 13).
- d. **Clerical/General Staff** – includes all clerical, administrative and secretarial staff with little or no supervisory responsibility and basic

computing/data processing staff, customer service assistants and skilled craftsmen/technicians (JG 3 to 9).

2. In each level provided for in Section V.1., the ratings of officials and employees shall be ranked according to percentile for the purpose of distribution of the PBB.
3. The performance ratings of individual officials and employees shall be the average of two (2) evaluation rating periods as reflected in the OPCR/BPCR/DPCR/IPCR Forms.
4. **Rates of PBB** – The grant of the PBB shall be based on the performance of the individual officials and employees with the rate of incentive as a multiple of the individual's Monthly Basic Salary (MBS) as of 31 December of the applicable year, based on the table below, but not lower than ₱5,000.00¹:

Percentile	PBB as % of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50%

5. The total number of incumbents eligible to receive PBB shall be the basis in determining the 10-25-65 distribution. The concerned SPMS PMT unit shall establish the final distribution of all eligible and qualified officials and employees for submission to the GCG.
6. The percentile of the "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the "Remaining" level.
7. The Corporate Planning Department as Head Secretariat of the PMT shall cause the posting in the Transparency Seal these guidelines/mechanics in ranking the officers and employees.

VI. Release of the PBB

The Management shall ensure that the PBB will be released to eligible and qualified officials and employees only upon the receipt of the authorization letter from the GCG.

¹ Section 6.2.1. of the GCG MC No. 2019-02 dated July 25, 2019

VII. Appeals Mechanism

Any PBB-related issues and complaints to be raised, such as but not limited to, distribution and ranking of employees which may or may not affect the rate of PBB received shall be addressed by the appropriate supervisor and/or official based on the published Grievance Procedures.

The employee, however, may seek clarification with the SPMS-PMT on concerns pertaining to compliance with the PBB and SPMS guidelines.

VIII. Effectivity

These guidelines shall be effective beginning CY 2022 and every year thereafter, unless revoked, amended or suspended by any succeeding advisories or supplemental guidelines on the grant of PBB.



MELQUIADES A. ROBLES
General Manager