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**GUIDELINES/MECHANICS IN RANKING  
OF DELIVERY UNITS AND EMPLOYEES  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)  
FOR FY 2016**

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**I. Legal Bases**

1. Administrative Order No. 25, s. 2011 creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems
2. Executive Order No. 80, s. 2012 directing the adoption of a performance-based incentive system for government employees
3. Memorandum Circular No. 2015-1 entitled Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80

**II. Guidelines in the Ranking of Delivery Units**


1. All work units were evaluated according to the accomplishment of their MFO targets/indicators as reflected in the Form A/A-1 matrix.
  - 1.1 All targets/indicators were treated with equal importance whether technical or administrative in nature.
  - 1.2 Accomplishment rating computation is actual divided by target multiplied by 100 (actual/target\*100).
  - 1.3 Based on the SPMS guidelines, accomplishment ratings higher than 130 points are considered outstanding. Therefore, an accomplishment rating for each indicator exceeding 130 points is capped at 130 points.
  - 1.4 All final rating of each bureaus/service unit is the weighted average of all indicators. With regard to the actual accomplishments on IEC/promotional events, it shall have a weight of 10.0 percent of the overall weighted point average.


2. Executive Offices will be rated with the bureau/service that they are supervising. If an Undersecretary/Assistant Secretary is handling two (2) or more units, then their respective office will be rated with the bureau/service that has a higher rank.
3. Field offices (Luzon, Visayas and Mindanao) will also be rated with a particular bureau (REMB, EUMB, ERDB, EPIMB and ERDB), depending on their functions.

### III. Guidelines in the Ranking of Officials/Staff

1. Employees of particular delivery unit is ranked based on the final average rating reflected on the employee's IPCR. On the other hand, Management Committee members (Undersecretaries to Assistant Directors) are rated based on their score/rating in their CESPEs.
2. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a "Satisfactory" rating in their Individual Performance Commitment Rating (IPCR) may be eligible to the full grant of the PBB.
3. 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 a pro-rated basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

• 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%

  
**PAUL B. AGUILAR, CESO I**  
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