

**DOST-PCAARRD SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS
AS BASIS FOR EVALUATION AND GRANTING OF
2017 PERFORMANCE-BASED BONUS (PBB)**

1. RATIONALE

To establish a ranking system for PCAARRD offices/divisions, its officials and employees for the grant of 2017 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011).

2. COVERAGE

All fourteen (14) offices/divisions of PCAARRD and all officials and employees holding regular plantilla positions.

3. PERFORMANCE RANKING

PCAARRD is composed of fourteen (14) divisions, namely: Office of the Executive Director (including the Office of the Deputy Executive Director for Research and Development and the Office of the Deputy Executive Director for Administration, Resource Management and Support Services), Policy Coordination and Monitoring Division, Management Information Systems Division, Agricultural Resources Management Research Division, Crops Research Division, Forestry and Environment Research Division, Socio-Economics Research Division, Livestock Research Division, Inland Aquatic Resources Research Division, Marine Resources Research Division, Technology Transfer and Promotion Division, Applied Communication Division, Institution Development Division, and Finance and Administration Division.

A. Ranking of Delivery Units

The offices/divisions shall meet the criteria and conditions provided in IATF MC No. 2017-1.

To determine the ranking of each delivery unit/division, all fourteen (14) divisions will have to compete among themselves based on the Division Performance Commitment and Review Form (DPCR) ratings obtained in 2017. Percentage of ranking shall follow the table hereunder:

Performance Category	Ranking	Actual No. of Divisions
Best Bureau/Office/Delivery Unit	Top 10%	1
Better Bureau/Office/Delivery Unit	Next 25%	4
Good Bureau/Office/Delivery Unit	Remaining 65%	9

B. Ranking of Individuals

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2017, as follows, but not lower than Php5,000.00.

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

The following guidelines and procedures shall be followed in ranking PCAARRD employees for PBB entitlement purposes for CY 2017:

- a) Employees belonging to the 1st and 2nd Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- b) 3rd Level officials should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to 3rd level officials shall be contingent on the release of results of the CESPES;
- c) Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees and rated by the recipient agency. However, payment of the PBB shall come from the mother/sending agency;
- d) 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;
- e) An employee who has rendered a minimum of nine (9) months of service during the calendar year may be eligible to the full grant of the PBB;
- f) An employee who rendered three (3) months or more but less than nine (9) months shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	Percentage 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%

g) 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:

- *Being a newly-hired employee;
- *Retirement;
- *Resignation;
- *Rehabilitation Leave;
- *Maternity Leave and/or Paternity Leave;
- *Vacation or Sick Leave, with or without pay;
- *Scholarship or Study Leave;
- *Sabbatical Leave;

h) An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB;

i) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in CY 2017 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;

j) Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 4 s. 2016, shall not be entitled to the CY 2017 PBB;

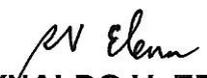
k) Officials and employees who failed to liquidate Cash Advances received in CY 2017 within the reglementary period as required by the COA shall not be entitled to the CY 2017 PBB;

l) Officials and employees who failed to submit their complete SPMS Forms to their respective Coordinating Units (OED, ODED-ARMSS, ODED-RD) on or before January 31, 2018 shall not be entitled to the FY 2017 PBB;

m) The ranking of all divisions within PCAARRD shall be validated by the FAD-Personnel Section. The Performance and Management Team (PMT) shall review and recommend the same to the Executive Director for his final approval; and

n) Employees who disagree with the ranking given to their division/unit may wish to give feedback on the implementation of the PBB within PCAARRD or may submit a letter to the Chairman of the Grievance Committee of PCAARRD.

Approved by:


REYNALDO V. EBORA
Acting Executive Director