



2018

**SYSTEM OF RATING AND RANKING OF PPSC OFFICES/CONSTITUTIVE UNITS/
REGIONAL TRAINING CENTERS AND PERSONNEL FOR THE
GRANT OF PERFORMANCE-BASED BONUS**

To make sure the implementation of the PPSC Performance Based Incentive System, basically, in the grant of the PBB for FY 2018, the PPSC through PPSC Performance Management Group (PMG) shall undertake the necessary preparation, evaluation, and assessment for the proper implementation of the 2018 PPSC PBB.

The eligibility of the PPSC to the 2018 PBB shall be determined by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring Information and Report Systems. PPSC Offices and Constitutive Units having met the criteria and conditions of the IATF will be forced-ranked as follows:

Ranking	Performance Category
Top 10%	Best Offices/Constitutive Units
Top 25%	Better Offices/Constitutive Units
Next 65%	Good Offices/Constitutive Units

RANKING OF PPSC DELIVERY UNITS

The ranking of the PPSC Offices and Constitutive Units were categorized according to level of service delivery, whether administrative, support and/or operation (training) and further determine which office and personnel who may qualify for the PBB, based on levelling and functional grouping aspects, to wit:

- PPSC Central Office (Executive, Support and Administrative Group)
- 6 Constitutive Units (Operational Group)

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Table 1. Ranking of Delivery Units

Ranking/Distribution	Performance Category
Top 10% of 7 Delivery Units	Best Delivery Unit
Next 25% of 7 Delivery Units	Better Delivery Unit
Next 65% of 7 Delivery Units	Good Delivery Unit

The PPSC Performance Management Group (PMG) set the following forced ranking criteria to qualify for the Performance-Based Bonus (PBB). Based on the computed points in each indicator, the PMG shall determine the ranking of the six (6) Constitutive Units.

1. PPSC Head Office Level (determination of points)

Indicator	Weight (%)
1. Performance of Office Mandate	40%
2. Submission of Reports	30%
3. Liquidation of Cash Advance	30%
TOTAL	100%

2. Constitutive Units

Indicator	Weight (%)
1. Implementation of Office Commitment and Review (OPCR) and Division Commitment and Review (DPCR)	50%
2. CSF Rating (% of Student/Trainees who Rate the Conduct if Training as Satisfactory or Better)	25%
3. Liquidation of Cash Advances	15%
4. Compliance to submission of Reports*	10%
TOTAL	100%

*Criteria for the Compliance of Submission of Reports (10%)

Indicator	Weight (%)
1. OPB and Accomplishment Reports	30%
2. Monthly Report of Attendance & Roster of Personnel	20%
3. Monthly Report of Supplies & Materials Issued	20%
4. Reports Submitted to FDD	20%
5. Submission of Institutional Research	10%
TOTAL	100%

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Eligibility of Individuals

1. The eligibility of the Head of Agency will depend on the eligibility and performance of the respective agency. His PBB rate shall be based on the monthly basic salary as of December 31, 2018.
2. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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 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
3. 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. Personnel found guilty of administrative and/or criminal case in FY 2018 by formal 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 PBB.

5. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under **CSC Memorandum Circular No. 3 (s. 2015)**, shall not be entitled to the FY 2018 PBB.
6. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2018 as required by the COA shall not be entitled to the FY 2018 PBB.
7. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

Rates of the FY 2018 PBB

The PBB rates of individual employees shall depend on the performance ranking of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2018, as follows, but not lower than Php 5, 000:

Table 2. Rates of PBB

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

PPSC PBB FOR FY 2018 PROCEDURE

The following are the procedures in the granting of the PPSC PBB for FY 2018.

1. The Plans and Research Division shall monitor and ensure the submission of all documentary requirements for the granting of the PPSC PBB for FY 2018;
2. The Plans and Research Division shall facilitate the forced-ranking of PPSC Offices, Constitutive Units and Regional Training Centers based on the submitted Office Performance Commitment Rating (OPCR), Division Performance Commitment Rating (DPCR), Client Satisfactory Feedback (CSF) Rating, Liquidation of Cash Advances and Compliance on submission of reports.

3. The result of the forced-ranking shall be forwarded to the Performance Management Group (PMG) for final evaluation of the performance category for each Offices/Constitutive Units/Regional Training Centers.
4. The Personnel and Records Section shall prepare the following data:
 - a) List, sorted by number of months, of personnel who were on official leave, newly hired, retired, deceased, and resigned personnel who have the minimum three (3) months of service for FY 2018;
 - b) List of Personnel, who failed to submit their FY 2018 IPCR;
 - c) List of Personnel, who failed to file their FY 2017 SALN; and
 - d) List of personnel, who were on vacation or sick leave, with or without pay, for the entire year of 2018 and are not qualified for the grant of the PBB.
5. The Financial Management Division shall submit to the Personnel and Records Section, Administrative Division the list of personnel who failed to liquidate Cash Advances received for 2018 within the reglementary period are not qualified for the grant of the PBB;
6. The Personnel and Record Section, Administrative Division shall determine the list of PPSC personnel who are eligible to the 2018 PBB and shall prepare, allocate the corresponding PBB rates based on the individual's monthly basic salary as of December 31, 2018;
7. The Personnel and Records Section, Administrative Division shall submit to the DBM copy furnish DILG the Forms 1.0;
8. The PPSC shall then wait for the DBM the final validation and approval to grant the PPSC 2018 PBB budget; and
9. The Collection and Disbursement Section, Administrative Division shall take charge in the distribution of the PPSC PBB for 2018 to the eligible personnel of the PPSC.

Approved by:


PDDG RICARDO F DE LEON, (Ret.), Ph. D.
President, PPSC

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