

## **GUIDELINES ON RANKING OF FPRDI DELIVERY UNITS FOR THE GRANTING OF FY 2017 PERFORMANCE-BASED BONUS**

### **1.0 OBJECTIVE**

To establish a system of ranking for FPRDI delivery units, officials and employees relative to the grant of CY 2017 Performance-Based Bonus (PBB) pursuant to the Memorandum Circular No. 2017-01 dated 09 March 2017 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s.2011)

### **2.0 COVERAGE**

This covers all identified delivery units of FPRDI and all its officials and employee holding regular plantilla positions.

### **3.0 ELIGIBILITY**

#### **3.1 AGENCY**

To be eligible for the 2017 PBB Grant, FPRDI must satisfy the conditions set by IATF as per Memorandum Circular 2017-07 dated 09 March 2017. (*Please see Annex A*)

- 3.1.1 Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2017 GAA and the targets for Support to Operations (STO) and General Administration and Support Services (GASS);

A. GASS targets and its conditions are as follows:

- i. Budget Utilization Rate (BUR)
- ii. Compliance to the Public Financial Management (PFM) reporting requirements of COA and DBM in accordance with the prescribed content and period of submission under the existing laws, rules and regulations
- iii. Adoption and use of the FY 2017 Agency Procurement Compliance and Performance Indicators (APCPI) System as per Government Procurement Policy Board (GPPB) Resolution No. 10-2012.
- iv. Submission of the Annual Procurement Plan (APP) for CY 2017 based on the Agency approved budget to the GPPB and its Technical Support Office within 30 days after the release of IATF AO 25 Sec. MC 2017-01

- 3.1.2 Satisfy 100% of the Good Governance Condition set by the AO 25 Inter-Agency Task Force (IATF) for FY 2017.

A. Three Good Governance Condition based on the performance drivers of the Result-based Performance Management System (RBPMS)

- i. Maintain/Update the Agency Transparency Seal
- ii. Maintain/Update the PhilGeps posting; and
- iii. Maintain/Update the Citizen's Charter

B. Accessibility of Agency Transparency Seal upon clicking the TS logo on the Homepage. Agency Transparency Seal should contain the following:

- i. Agency mandates and functions, names and its officials with their position, designation and contact information;
- ii. DBM-approved budget and corresponding targets for FY 2017;
- iii. Budget and Financial Accountability Reports;
- iv. FY 2017 Major Programs and Projects
- v. Status of implementation, evaluation and assessment of reports;
- vi. FY 2017 Annual Procurement Plan
- vii. QMS ISO Certification
- viii. System of Ranking Delivery Units
- ix. Freedom of Information Manual

3.1.3 Implement the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of FPRDI.

## **3.2 DELIVERY UNIT**

3.2.1 Pursuant to the IATF AO 25 Memorandum Circular No. 2017-01 dated 09 March 2017, the following are the identified delivery units:

- a. Research and Development Division
- b. Office of the Director and Support Staff Division

3.2.2 The delivery units shall meet the criteria and conditions in 3.1.1 to be eligible for the FY 2017 PBB Grant.

## **3.3 INDIVIDUAL**

3.3.1 The eligibility of Agency Head will depend on the eligibility and performance of the respective agency. His PBB shall be based on the monthly basic salary as of 31 December 2017, as follows;

Table 1

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in <i>all</i> MFOs, STOs and GASS indicators	65%
Agency achieved all GGCs and has deficiency/ies in <i>some</i> its physical target/s due to <i>uncontrollable</i> reasons	57.5%
Agency achieved all GGCs, and has deficiency in <i>one</i> of its physical target/s due to <i>controllable</i> reasons	50%

*Note: Agency heads shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0*

- 3.3.2 Employees belonging to the first and second level should have attained at least a **Satisfactory Performance Rating** for the period of January to December 2017 as per CSC-approved SPMS of FPRDI.
- 3.3.3 Officials belonging to the Third Level should have attained a **Very Satisfactory rating** covered by the Career Executive Service Performance Evaluation System (CESPES) while at least a **Meritorious Rating** for Scientists covered by the Scientific Career System (SCS) for the period of January to December 2017
- 3.3.4 An employee who transferred from one government agency to another 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.
- 3.3.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a required performance rating stated above may be eligible to the full grant of the PBB;
- 3.3.6 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least “Satisfactory” rating shall be eligible for the grant of PBB on a pro-rata basis.

The following table shall serve as the basis for the pro-rated amount:

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%



3.3.7 An employee may not meet the minimum of nine (9) months of service due to the following valid reasons:

- Being a newly hired employees
- Retirement
- Resignation
- Rehabilitation Leave
- Maternity Leave
- Vacation or Sick Leave with or without pay
- Scholarship/Study Leave
- Sabbatical Leave

3.3.8 Officials/Employees who are part-time scholars are entitled to the FY 2016 PBB provided they have a corresponding performance evaluation and meet the minimum service requirement. PBB Grant shall be based on their actual services rendered and computed based on 3.3.5 and 3.3.6. To compute actual services, twenty-two (22) working days is equivalent to one (1) month.

3.3.9 Officials and Employees who are not entitled to the FY 2017 PBB Grant:

- a. On vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB;
- b. Found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 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;
- c. Failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2017 PBB;
- d. Failed to liquidate Cash Advances received in CY 2017 within the reglementary period as required by the COA shall not be entitled to the FY 2017 PBB;
- e. Failed to submit their complete SPMS Forms

3.3.10 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated CY 2017 Cash Advances, as this will be a basis for the release of FY 2017 PBB to individuals.

4.0 RANKING OF DELIVERY UNITS

- 4.1 FPRDI and its corresponding delivery units that meet the criteria and conditions in Section 3.1 are eligible to the FY 2017 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Table 2. Performance Category Ranking

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Agency Delivery Unit
Next 25%	Better Agency Delivery Unit
Next 65%	Good Agency Delivery Unit

- 4.2 FPRDI shall follow the guidelines set by the IATF AO 25 Secretariat in determining identifying the Agency delivery units as per Memorandum Circular 2017-01 dated 09 March 2017. The identified delivery units are as follows:
- a. Research and Development Division
  - b. Office of the Director and Support Staff/Division
- 4.3 Only personnel belonging to the qualified delivery units with at least satisfactory performance Rating are entitled to the 2017 PBB Grant.
- 4.4 Individual ranking within a delivery unit shall no longer be applied.

5.0 CRITERIA IN PERFORMANCE EVALUATION OF DELIVERY UNITS

- 5.1 Delivery unit performance will be evaluated base on the following criteria:

INDICATORS	WEIGHTING PERCENTAGE
1. Division Performance Commitment Rating	40%
2. Major Final Outputs	40%
2.1 Research and Development	
2.2 Technical Services	
2.3 Support to Operation & General Administrative Services	
3. Conformity to Quality Management System	5%
4. Behavioral Competence	10%
5. Awards Received	5%
TOTAL	100%

6.0 RATES OF THE FY 2016 PBB GRANT

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit they belong, based on the individual’s monthly basic salary as of 31 December 2017, as follows, but not lower than Php 5,000.00

Table 3

PERFORMANCE CATEGORY	Multiple of Basic Salary
Best Agency Delivery Unit (10%)	.65
Better Agency Delivery Unit (25%)	.575
Good Agency Delivery Unit (65%)	.50

7.0 REVIEW, VALIDATION AND APPROVAL OF INDIVIDUAL PERFORMANCE RATING

The delivery unit performance rating and ranking as determined by the Section Chiefs/ Division Chiefs shall be reviewed and endorsed by the PRAISE Committee for approval of the Director.

Approved by:

  
ROMULO T. AGGANGAN  
Director