

August 12, 2015

SUBJECT: **Guidelines on the Grant of the Performance –Based Bonus for Fiscal Year 2015 under Executive Order No. 80**

7.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS

7.1 Agencies and their corresponding office/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

7.2 Agencies that meet at least 90% of each one of the FY 2015 targets of the Secretary/Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section 3.1, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

7.3 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.

7.4 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.

7.5 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Sections 7.1 and 7.2, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer

Next 30%	Better Performer
Next 55%	Good Performer

For the good bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

- 7.6 Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.
- 7.7 Officials belonging to the Third Level who receive “Satisfactory” rating under the CESPES, and employees belonging to the First and Second Levels who receive a “Below Satisfactory” rating under the CSC-approved SPMS shall not be eligible to the PBB.
- 7.8 The resulting ranking of offices/ delivery units and the personnel therein shall be indicated in Form 1.0 (Annex 5).
- 7.9 The GCG and LWUA shall issue pertinent guidelines on the ranking of delivery units and individuals for GOCCs covered by GCG and LWDs respectively.