



• INTER-OFFICE MEMORANDUM •

TO : All Officers and Staff
FROM : The General Manager *[Signature]*
SUBJECT : 2017 Interim Performance-Based Bonus
DATE : January 16, 2018

In line with the GCG Memorandum Circular (MC) no. 2017-01, the implementing guidelines for the grant of the 2017 Interim Performance-Based Bonus (PBB) are as follows:

1. COVERAGE

Only regular personnel including co-terminous employees, who have rendered at least three (3) to nine (9) months of service for the year and have no Unsatisfactory or Poor rating shall be qualified for the PBB.

- a. An employee who rendered a minimum of nine (9) months of service during the year shall be eligible to the full grant of the PBB.
- b. An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of the PBB on a pro-rata basis.

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%

2. GROUPING OF PERSONNEL

The GCG grouping shall be applied to NDC ranks / positions as follows:

GCG Grouping	SG
Clerical / General Staff	8 - 10
Professional and Supervisory	15-24
Middle Management	26
Senior Management	29
Head of Agency	30

3. NDC RATING SCALE OF OFFICERS AND EMPLOYEES

In each level provided, the rating of Officers and Employees under the NDC Strategic Performance Management System (SPMS) shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

Rating Scale under the NDC SPMS	
Adjectival	Numerical
Outstanding	4.6 – 5.0
Very Satisfactory	3.6 – 4.5
Satisfactory	2.6 – 3.5
Unsatisfactory	1.6 – 2.5
Poor	1.0 – 1.5

4. RATES OF PBB

The grant of the PBB shall be based on the performance of the individual Officers and employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of December 31, 2017 base on the table below, but not lower than P 5,000.00:

Percentile Distribution**	Percentage of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%
Below Satisfactory: Open	None

- The percentile of the "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the "Remaining" level.

5. EXCLUSION FROM THE GRANT OF PBB

- a. Personnel found guilty of administrative and/or criminal cases in FY 2017 by formal and executor judgment shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
- b. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under applicable CSC rules.
- c. Officials and employees who failed to liquidate Cash Advances received in 2017 within the reglementary period as stated in the prevailing COA Circular.
- d. Official and employees who failed to submit their complete SPMS Forms or its equivalent.


MA. LOURDES F. REBUENO
General Manager