



**MEMORANDUM**

**TO :** ALL HEADS OF OFFICES  
This Agency

**SUBJECT :** PROVIDING GUIDELINES AND SYSTEM ON THE RANKING OF  
DELIVERY UNITS FOR THE GRANT OF THE PERFORMANCE-  
BASED BONUS (PBB) FOR CY 2018

**Date :** 11 September 2018

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**A. PURPOSE**

This Memorandum Order is issued to prescribe the guidelines and system on the ranking of delivery units and individuals for the grant of the Performance-Based Bonus (PBB) for CY 2018.

Item 8.1 of Memorandum Circular (MC) No. 2018-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016) states that bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Top 25%	Better Delivery Unit
Top 65%	Good Delivery Unit

**B. COVERAGE**

All officials and employees holding regular plantilla positions, contractual and casual personnel having an employer-employee relationship with this agency, and whose compensation are charged to the Personnel Services budget, as well as those occupying positions in the DBM-approved contractual staffing pattern of this agency is covered.

**C. ELIGIBILITY CRITERIA**

**Ranking of Offices**

1. The grant of Performance-Based Bonus (PBB) shall be based on the overall office performance. The OWWA-Performance Management Team (PMT) was tasked to monitor any report related to PBB and assist the Administrator in Offices' Performance Ranking.

2. All OWWA Delivery Units (Office of the Administrator, Technical and Staff Offices, Regional Welfare Offices and Foreign Posts) pursuant to MC No. 2018-1 of AO 25 IATF that meet the following criteria and conditions are eligible for the 2018 PBB:
  - a. Satisfy 100% Good Governance Conditions for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0 of MC No. 2018-1;
  - b. Achieve Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) for FY 2018;
  - c. Align agency's performance with the priorities of the Duterte Administration toward the efficient delivery of citizen-centric public services through streamlining agency's processes, achieving higher citizen/client satisfaction and sustaining fiscal discipline as detailed in Section 6.0;
  - d. Use the CSC-approved Strategic Performance Management System in rating the performance of First and Second level officials and employees of the agency. In rating the performance of CES officers, the CESPES shall be the basis.
  - e. All delivery units shall be forced ranked according to the extent/degree of their contribution to the achievement of the Agency's performance targets.
  - f. Ranked performance of offices or delivery units and the personnel within these units.
  - g. Only the personnel belonging to eligible delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit.

### Ranking of Individual Performances

The following weight allocations shall be observed to arrive at the PBB general rating of individual employees:

CRITERIA	WEIGHT	RATING	DESCRIPTION
<b>A. Performance Rating (90%)</b>			
	90	4	Meeting the success indicators-Outstanding (O)
		3	90% to 99% of the success indicators-Very Satisfactory (VS)
		2	80%-89% of the success indicators-Satisfactory (S)
		1	79% or below the success indicators – Unsatisfactory (US)- Not entitled to PBB
<b>B. Behavior and Attendance (10%)</b>			
Integrity	3	4	No violation of the DOLE Code of Conduct/administrative case during the rating period
		2	With one (1) violation of the DOLE Code of Conduct/administrative case during the rating period
		0	With at least two (2) violations
Work Attitude	4	4	Shows remarkable interest in his job, a self-starter, always able to devise ways and means to accomplish tasks or with innovations, a team player.
		3	Sometimes shows initiative to devise ways and means to accomplish tasks, a team player.

		2	Shows normal interest in his job, does what only is required of him.
		1	Lacks interests in his job, must be told always to do his assignments, does not involve in group work.
Punctuality	1.5	4	No tardiness/undertime during the rating period.
		3	1-19 times tardy/undertime per semester during the rating period
		2	20-38 times tardy/undertime per semester during the rating period
		1	At least 39 times tardy/undertime or with warning per semester during the rating period.
		0	Penalized for policy violation during the rating period (Ten (10) times in 2 consecutive months in a semester or during the year-CSC MC No. 16, s. 2010)
Attendance	1.5	4	No absences during the rating period
		3	1-15 days absences per semester during the rating period
		2	16 and above days absences per semester during the rating period
		1	1-7 unauthorized absences or with warning during the semester
		0	Penalized for policy violation during the semester
<b>Total</b>	<b>100</b>		

3. Across-the-board granting of PBB is strictly prohibited. Heads of delivery units shall be held accountable for non observance of these guidelines.

#### D. Rates of the FY 2018 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong with the rate of incentive as a multiple of individual's monthly basic salary as of 31 December 2018, as follows:

Performance Category	Multiple of Basic Salary
Best Bureau/Office/Delivery Unit (10%)	0.65
Better Bureau/Office/Delivery Unit (25%)	0.575
Good Bureau/Office/Delivery Unit (65%)	0.50

For your information and compliance.

  
**HANS LEO J. CACDAC**  
 Administrator