



## 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 FY 2019**

Date : 26 September 2019

### A. PURPOSE

In compliance with the requirements and conditions set by the AO25 IATF under Memorandum Circular No. 2019-1 dated 3 September 2019 (copy attached) for the grant of the Performance-Based Bonus (PBB) for FY 2019 performance of government agencies, this Memorandum is issued to prescribe the guidelines and system on eligibility criteria and ranking of Offices/delivery units performance for PBB to be given in FY 2020.

### B. COVERAGE

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

### C. ELIGIBILITY CRITERIA

1. The grant of PBB shall be based on the overall office performance rating. The **OWWA-Performance Management Team (PMT)** has been tasked to monitor reports related to the PBB and assist the Administrator in the performance ranking of offices. While the **Planning and Program Development Division (PPDD)** shall review and validate the ratings of the submitted OPCR of each Office/delivery units.
2. Pursuant to MC No 2019-1 of AO 25 IATF, all OWWA Offices including those rendering Administrative Support Services, Regional Welfare Offices, and Overseas Welfare Offices must meet the following eligibility criteria and conditions for the FY2019 PBB:
  - a) Satisfy 100% Good Governance Conditions for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF) (Section 4.0);



2. OWWA offices/delivery units that meet the criteria and conditions on Good Governance are eligible to the PBB and shall be forced ranked according to the following categories:

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

The declarations of responsible offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of offices/delivery units shall be indicated using the attached Form 1 – Report on Ranking of Delivery Units.

3. Across-the-board granting of PBB is strictly prohibited.

**E. RATES OF THE FY 2019 PBB**

The PBB rates of individual employees shall depend on the performance ranking of the Office/delivery unit where they belong with the rate of incentive as a multiple of individual's monthly basic salary as of 31 December 2019, as follows:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Bureau/Office/Delivery Unit (10%)	0.650
Better Bureau/Office/Delivery Unit (25%)	0.575
Good Bureau/Office/Delivery Unit (65%)	0.500

The OWWA Performance Management Team (PMT) shall be responsible in ensuring implementation and adoption of these guidelines.

For your guidance and compliance.



**HANS LEO J. CACDAC**  
Administrator