



**GUIDELINES/ MECHANICS IN RANKING OFFICES/ DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) SY 2016**

1. Employees of eligible delivery unit's holding regular or casual positions are qualified for PBB and shall meet the following requirements:

- a. Must have rendered at least nine (9) months of actual service for the year ending December 31, 2016;
- b. Should receive a rating of at least "Satisfactory" under the CSC-approved Strategic Performance Management System (SPMS)
- c. Must have at least achieved 90% of his/her target for the year;
- d. Must have no outstanding cash advance/s as of November 30, 2016;
- e. Must have complied with the submission of SALN per RA 6713.

2. Employees shall be evaluated based on the rating obtained under the approved Strategic Performance Management System (SPMS) as reflected in the IPCR;

3. Ranking of offices/delivery units is based on the assessment/evaluation conducted by the CWD Performance Management Team (PMT), using SPMS. Office Performance Commitment Review (OPCR), basing upon the success indicators or targets each delivery unit has committed to deliver. Offices/Delivery units are ranked from highest to lowest based on criteria of quantity, quality, efficiency and timeliness in the delivery of targets, with corresponding points. Results of performance rating and ranking will be submitted by the PMT to the GM for approval.

4. In determining the no. of employees to be ranked, the total number of filled-up plantilla of positions shall be considered including those who are on leave of absence or on official travel but has served the district for at least nine(9) months of actual service;

5. Employees who are qualified for PBB shall be forced rank as follows:

Employees who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows

Table 1: Criteria for pro-rating

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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a prorata basis:

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/ Study Leave
- viii. Sabbatical Leave

An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.

How to Compute the Rating

- During the performance review and evaluation, discussion at the end of the rating period, the PMT rates the organizational unit of its actual accomplishment vis-à-vis its target as indicated in the targets and accomplishments column of the approved OPCR.
- Each accomplishment is rated by comparing the targets against the actual job accomplishments. The QL, E, and T standards earlier set are used in giving each accomplishment a numerical point rating.
- Add all the point scores under QN, E, and T for each work/activity for each rater and divide by the number of entries to get their respective Average Point Scores (A). Add all the Average Point Scores to get the Total Overall Rating.
- Divide the Total Overall Rating with the number of entries to get the Final Average Rating.
- Using the SPMS Rating Scale, determine the Adjectival Rating of the organizational unit.
- The same method of computation shall be made in determining the performance rating of the subordinate. The average of all individual performance shall not go higher than the collective performance assessment of the office.

Levels of Performance

Each employee is rated on the basis of the levels of performance set below:

<u>Numerical Description</u>	<u>Adjectival Rating</u>	<u>Point Score</u>
<ul style="list-style-type: none"> • Extraordinary level of achievement • Exceptional job mastery in all major areas of responsibility have demonstrated • Marked excellence of achievement and contributions to the organization 	Outstanding (O)	5
<ul style="list-style-type: none"> • Exceeded expectations • All goals, objectives and targets were achieved above standards 	Very satisfactory (VS)	4
<ul style="list-style-type: none"> • Met expectations • Most critical annual goals are met. 	Satisfactory (S)	3
<ul style="list-style-type: none"> • Failed to meet expectations • One or more of the most critical goals were not met 	Unsatisfactory (US)	2
<ul style="list-style-type: none"> • Consistently below expectations • Reasonable progress toward critical goals was not made 	Poor (P)	1