



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
OCCUPATIONAL SAFETY AND HEALTH CENTER



ISO 9001:2008
Management
System



www.tuv.com
ID: 9105081850

MEMORANDUM ORDER NO. 711
Series of 2015

TO: ALL CONCERNED

**SUBJECT: Guidelines in the Ranking and Distribution of the 2015
Performance-Based Bonus (PBB) for OSHC**

Date: December 11, 2015

In the interest of the service and pursuant to GCG Memorandum Circular No. 2015-05 and adopting GCG Internal Memorandum Order No. 2015-08 and DBM & AO25 IATF Memorandum Circular No. 2014-3, the following guidelines is hereby instituted in the OSHC:

I. Purpose

This Memorandum Order is issued to provide guidelines in the ranking and distribution of OSHC officials and staff who are qualified to receive Performance-Based Bonus.

II. Coverage

All Officers and Employees of OSHC who occupy regular, casual or contractual positions shall be entitled to full grant of the PBB; Provided, they have rendered an aggregate of at least nine (9) months of service in the public sector for the year ending 31 December 2015. Officers and employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on a pro-rata basis.

III. Eligibility

1. First and Second Level employees should have a rating of at least "Satisfactory" based on the Individual Performance Commitment Rating (IPCR);
2. Third Level officials should have a rating of at least "Very Satisfactory" under the CESPES. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
3. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

4. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest if equal months were served for each agency, he/she will be included in the recipient agency.
5. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating maybe eligible to the full grant of the PBB.
6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" 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:

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 that an employee may not meet the nine month actual service requirement to be considered for PBB on a pro-rata basis:

- (a) Being newly hired employee;
 - (b) Retirement;
 - (c) Resignation;
 - (d) Rehabilitation Leave;
 - (e) Maternity Leave and/or Paternity Leave;
 - (f) Vacation or Sick leave with or without pay;
 - (g) Scholarship/Study Leave; and;
 - (h) Sabbatical Leave
7. An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of PBB.
 8. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is reprimand, such penalty shall not cause the disqualification to the PBB.
 9. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC MC No 3 (s2015), shall not be entitled to the FY 2015 PBB.

10. Officials and employees who failed to liquidate Cash Advances received in 2015 within the reglamentary period as stated in the prevailing COA Circular, shall not be entitled to the FY 2015 PBB.
11. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC MC No. 3 (s. 2015) and also liquidated 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

IV. Exclusion

Those hired without employer-employee relationships and paid from non-Personal Services appropriations/budget as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs;
- b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- c. Student laborers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

V. Distribution System

1. Grouping of Personnel – in determining the distribution of the PBB among qualified GOCC Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels in accordance with the following guidelines:
 - a. Senior Management – This refers to the executive officers of the GOCC and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility.
 - b. Middle Management – This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as management and significant influence skills in area of expertise.
 - c. Professional and Supervisory – This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical areas(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority.

- d. Clerical/General Staff – This category includes all clerical administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians.
2. Distribution for Qualified Officers and Employees – In each level provided for in the previous section, the ratings of Officers and Employees with the rate of incentive as a multiple of the individual's monthly basic salary based on the table below, but not to exceed the ceilings computed by using the same multiple to twice the basic salary of the comparable NG position as provided in Annex A. Thus, the PBB for profitable agency shall be distributed among its Officers and Employees for CY 2015, as follows:

Percentile	Multiple
Top: Maximum 10%	2.50
Next: Maximum 25%	1.50
Remaining: Minimum 65%	1.00

Provided, that the total cost of the PBB shall not result in a net loss for CY2015 computed before subsidy and unrealized gains/losses, and after taxes.

VI. Saving Clause

Cases not covered by this Guidelines shall be referred to the head of agency for appropriate action.

This Memorandum shall take effect immediately.


MA. TERESITA S. CUCUECO, MD, CESO III
Executive Director