



ADMINISTRATIVE ORDER

No. 1603-047

Series of 2016

Subject: Guidelines on Ranking ICAB Units and Officials/Officers/ Individuals for the Grant of FY 2015 Performance Based Bonus (PBB)

On December 21, 2011, President Benigno Aquino III issued Administrative Order No. 25 creating the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring Information and Reporting Systems in line with the Administration's thrust to raise transparency and accountability in governance.

On July 20, 2012, the President issued Executive Order No. 80 (EO No. 80) directing the adoption of the Performance-Based Incentive System for government employees starting CY 2102.

Memorandum Circular No. 2014-01 or Guidelines on the Grant of the Performance -Based Incentive System (PBIS) for fiscal year 2014 under EO No. 80 was issued on April 21, 2014. In the MC it is again mandated that government agencies submit their ranking system for office and individual performers. Hence the DSWD issued its internal guidelines on PBB for CY 2014. The guideline covered all Offices, Bureaus, Services and Attached Agencies in the Department; and all its officials and employees holding regular plantilla positions, contractual and casual employees who are in the government service. As such, ICAB adapted the guideline of the Department for the grant of the PBB of Cy 2014.

On August 12, 2015 the AO 25 Inter-Agency Task Force issued Memorandum Circular No. 2015-1 which specified the criteria and conditions for the grant of the Performance Based Bonus (PBB) for CY 2015. It also indicated new requirements for compliance.

This is to provide internal agency guidelines for the ranking of offices/units and individuals of the Intercountry Adoption Board (ICAB) in line with Memorandum Circular (MC) No. 2015-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 Task Force).

1.0. Conditions to Qualify for the Performance Based Bonus

The Agency and its delivery units must meet the conditions and criteria set by Memorandum Circular No. 2015-1 to qualify for the grant of the PBB for FY 2015 as follows:

- 1.1. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to operations (STO) and General Administration and Support Services (GASS).
- 1.2. Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five Key result Areas of Executive Order (EO) No. 43.
- 1.3. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2015.
- 1.4. To be eligible for a higher percentage distribution in the ranking of delivery units, the whole Agency must achieve at least 90% of each of the additional targets of the Head of Agency.
- 1.5. Officials must have an annual performance rating of **Very Satisfactory**. While rank and file employees must have an annual performance rating of at least **Satisfactory**
- 1.6. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least "Very Satisfactory" may be eligible to the full grant of the PBB. (Section 6.5 and 6.9 of MC 2015-1)
- 1.7. An employee 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 the PBB on a pro-rata basis. The PBB of the employee shall be pro-rated corresponding to the actual length of service rendered as follows: (Section 6.10 of MC 2015-1)

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%

- 1.8. 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 pro-rata basis:
 - 1.8.1. Being a newly hired employee
 - 1.8.2. Retirement
 - 1.8.3. Resignation
 - 1.8.4. Rehabilitation Lave
 - 1.8.5. Maternity Leave and/or Paternity Leave
 - 1.8.6. Vacation or Sick Leave with or without pay
 - 1.8.7. Scholarship/Study Leave
 - 1.8.8. Sabbatical Leave
- 1.9. The following are not eligible for the PBB:
 - 1.9.1. An employee who is on a vacation or sick leave with or without pay for the entire year
 - 1.9.2. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

- 1.9.3. Officials or employees who failed to submit their 014 SALN as prescribed in the rules provided under CSC MC No. 3 (s. 2015).

2.0. Distribution and PBB Incentive Rates

- 2.1. Delivery units shall be rated and ranked based on the accomplishment rates of the Major Final Outputs and its Performance Indicators.
- 2.2. If the Agency met the conditions and criteria set per MC 2015-1 under Section 3.0 Eligibility Criteria, all delivery units shall be forced rank according to the following categories:

RANKING	PERFORMANCE CATEGORY
10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

- 2.3. Officials and employees of the delivery units that qualified for the PBB based on the criteria and conditions set per MC 2015-1 in Section 7.0 Ranking of Delivery Units and Individuals specifically Section 7.1 shall be forced ranked according to the following categories:

- 2.3.1. For the Best Delivery Unit:

RANKING	PERFORMANCE CATEGORY
Top 20%	Best Performers
Next 35%	Better Performers
Next 45%	Good Performers

- 2.3.2. For the Better Delivery Unit:

RANKING	PERFORMANCE CATEGORY
Top 15%	Best Performers
Next 30%	Better Performers
Next 55%	Good Performers

- 2.3.3. For the Good Delivery Unit:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Performers
Next 25%	Better Performers
Next 65%	Good Performers

- 2.4. PBB Incentives Rates:

DELIVERY UNIT PERFORMANCE CATEGORY	PERFORMANCE CATEGORY		
	BEST	BETTER	GOOD
BEST	Php35,000	Php20,000	Php10,000
BETTER	Php25,000	Php13,500	Php7,000
GOOD	Php15,000	Php10,000	Php5,000

- 2.5. The Memorandum of DSWD Institutional Development Group dated February 15, 2016 reiterated that the attached agencies while under the supervision of the department, are independent entities and being such have the authority to undergo the IPC review process for their staff.
 - 2.5.1. The IPC Review sessions of the heads of attached agencies shall be coordinated with the respective Undersecretaries/Cluster Group.
 - 2.5.2. As to the eligibility to the PBB, the eligibility of attached agencies is no longer dependent on the eligibility of the department and thus shall coordinate directly with the AO 25 IATF.
- 3.0. All staff are responsible in contributing to the agency and unit accomplishment of targets and goals and submitting the required performance requirements.
- 4.0. The Performance Management Team (PMT) shall prepare the ranking of delivery units following the PBB Form 1.0 which summarizes the number of eligible units ranked for PBB, number of PBB eligible staff, and the total PBB amount required.
- 5.0. The PMT recommends to the Head of Agency the unit ranking, number of PBB eligible employees and the corresponding PBB budget for review and concurrence.
- 6.0. As prescribed under AO 25 Task Force MC No. 2015-1 the herein guidelines and other relevant issuances/documents/information shall be posted in the Transparency Seal page of the ICAB Website. Unit Heads shall ensure that this is disseminated to the employees immediately upon receipt. The Performance management Team (PMT) may organize/participate in forums to facilitate information dissemination, communication and feedback.

This guideline shall take effect for the grant of PBB for CY 2015 rating period and until no other guidelines is issued. For guidance and compliance.

Signed this 9th of March 2016.


BERNADETTE B. ABEJO
Executive Director 