



ADMINISTRATIVE ORDER NO. 1612-004
SERIES OF 2016

Subject: Intercountry Adoption Board (ICAB) Criteria and Ranking System in the Grant of Performance Based Bonus (PBB) for CY 2016

1. Legal Basis

The criteria and ranking system herein provided for CY 2016 are pursuant to the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1 dated May 12, 2016 entitled: "Guidelines on the Grant of the Performance Based Bonus (PBB) for Fiscal Year 2016 under Executive Order No. 80 and EO No. 201". EO 201 stipulated that the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System created under Administrative Order No. 25 (series of 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance.

2. Criteria

2.1. Criteria in Ranking Delivery Units

The ICAB Performance Management Team (PMT) sets the criteria and the Executive Director ranks all the delivery units based on their contributions towards the over-all attainment of the agency's Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA and the respective targets for Support to Operations (STO) and General Administration and Support Services (GASS which was previously submitted to the Department of Budget and Management (DBM) and the Inter-Agency Task Force (IATF).

2.2. Criteria in Ranking Employees in each Delivery Units

For FY 2016, **there shall be no ranking of employees in each delivery units.** The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016.

3. Ranking of Delivery Units

The ICAB Executive Director and the PMT shall force rank all Delivery Units which includes:

1. Operations
2. Administration
3. Finance
4. Project Development and Post Adoption Services Unit

The ICAB Executive Director and the ICAB PMT shall rank these delivery units as follows:

RANKING	PERFORMANCE CATEGORY
Top 10% (1 Unit)	Best Delivery Unit
Top 25% (1 unit)	Better Delivery Unit
Top 65% (2 Units)	Good Delivery Unit

5. Eligible Officials and Staff

- a. The eligibility of the ICAB Head of Agency/Executive Director shall depend on the eligibility and performance of the Department of Social Welfare and Development, ICAB being an attached agency of the department. The PBB shall be based on his/her monthly basic salary as of December 31, 2016:

PERFORMANCE OF ICAB	PBB AS % OF MONTHLY BASIC SALARY
ICAB achieved all Good Governance Conditions (GGC) and its physical targets in ALL MFOs, STO AND GASS indicators	65%
ICAB achieved all GGCs and has deficiencies in SOME of its physical target/s due to UNCONTROLLABLE reasons	57.5%
ICAB achieved all GGCs and has deficiency in ONE of its physical target/s due to UNCONTROLLABLE reasons	50%

- b. Employees and officials who received a rating of at least "SATISFACTORY" based on the ICAB's CSC approved Strategic Performance Management System (SPMS) shall be eligible for the grant of the PBB 2016.
- c. 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.

- d. 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 "SATISFACTORY" based on the ICAB's CSC approved SPMS may be eligible to the full grant of the PBB.
- e. An official or employee who has rendered a minimum of three (3) months but less than nine (9) months of service with the required performance rating of "Satisfactory" shall be eligible to the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB RATE
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 pro-rata basis:

- 1. Being a newly hired employee
 - 2. Retirement
 - 3. Resignation
 - 4. Rehabilitation Lave
 - 5. Maternity Leave and/or Paternity Leave
 - 6. Vacation or Sick Leave with or without pay
 - 7. Scholarship/Study Leave
 - 8. Sabbatical Leave
- f. The following are not eligible for the grant of the PBB:
 - 1. An employee who is on a vacation or sick leave with or without pay for the entire year
 - 2. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 - 3. Officials or employees who failed to submit their 2016 SALN as prescribed in the rules provided under CSC MC No. 3 (s. 2015).

4. Officials and employees who failed to liquidate cash advance received in FY 2016 within the reglementary period as required by the COA.
5. Officials and employees who failed to submit their complete SPMS forms (IPC/IPCR).

6. RATES OF FY 2016 PBB:

The PBB rates of the individual employees shall depend on the performance ranking of the delivery unit where they belong based on the individual's monthly basic salary as of December 31, 2016 as follows, but not lower than Php5,000:

PERFORMANCE OF ICAB	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

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 2016 rating period and until no other guidelines is issued. For guidance and compliance.

Signed this _____ of December 2016.

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