

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

GUIDELINES AND MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF PERFORMANCE- BASED BONUS (PBB) FY 2016

Pursuant to Administrative Order 25 (AO25) Inter Agency Task Force (IATF) Memorandum Circular Nos. 2016-1¹ and 2016-2², the Office of the Government Corporate Counsel (OGCC) hereby adopts its guidelines and mechanics in ranking delivery units for the grant of Performance Based Bonus for year 2016, as follows:

A. DELIVERY UNITS.

In compliance with AO 25 IATF 12 October 2016 MC 2016-2³, hereunder are the OGCC's delivery units relative to the grant of the PBB for FY 2016:

1. Top Management, including the GCC and DGCC Staffs;
2. Legal Units; and
3. Administrative Units.

B. RATING AND RANKING OF DELIVERY UNITS

The Government Corporate Counsel (GCC), upon recommendation of the Performance Management Team, shall force rank all eligible Delivery Units according to the following:

¹ Guidelines on the Grant of Performance Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO. 201.

² Guidelines on the Identification and Determination of Delivery Units relative to the Grant of the PBB for Fiscal Year 2016

³ *Ibid.*

A.1. PERFORMANCE RANKING – Ranking of Delivery Units shall be based on their respective deliverables towards the attainment of the OGCC’s Major Final Outputs and General Administrative and Support Services (GASS) indicators. Further, delivery units shall be ranked based on the following criteria:

- Cases handled with no incidence of mishandling or negligence;
- Pleadings filed within the original period allowed by law or rules, or as directed by the courts or as agreed upon by the parties; and
- Contract Reviewed and as Legal Opinions released within the 28-day cycle.
- Special Assignments.

A.2. RATING of Delivery Units:

The eligible delivery units shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

B. RATES OF THE 2016 PBB⁴

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 31 December 2016, as follows, but not lower than P5,000.00:

OGCC’s Performance	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

⁴ *Ibid.*

C. ELIGIBILITY OF OFFICERS AND EMPLOYEES FOR FY 2016 PBB⁵

1. The eligibility of the Government Corporate Counsel will depend on the eligibility and performance of this Office. The GCC's PBB will be based on the monthly basic salary as of 31 December 2016, as follows:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
OGCC achieved all GGC's, and its physical targets in all MFOs, and GASS Indicators	65%
OGCC achieved all GGC's, has deficiency/ies in some of its physical target/s due to uncontrollable reasons.	57.5%
OGCC achieved all GGC's and has deficiency in one of its physical target/s due to uncontrollable reasons	50%

2. The Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) for rating and ranking shall be used;
3. OGCC's Officers and Employees should receive a rating of at least "Satisfactory" based on the OGCC's CSC-approved SPMS;
4. Personnel who transferred from one government agency to another 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 official or employee who has rendered a minimum of nine (9)

⁵ *Ibid.*

months of service in FY 2016, with at least Satisfactory rating may be eligible to the full grant of the PBB.

6. An official or employee who rendered a minimum of nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of 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	50%
4 months but less than 5 months	40%
3 months but less than 4 months	30%

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:

- a. Being a 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;
 - 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 in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not disqualify an employee to the PBB;
 9. Officials and employees who failed to submit the 2015 Statement

of Assets Liabilities and Networth (SALN) as prescribed under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.

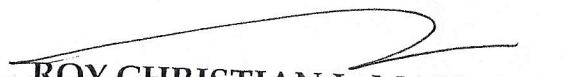
10. Officials and employees who failed to liquidate within the reglementary period, the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
12. The GCC should ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB.

ACCORDINGLY, all employees are enjoined to strictly comply with the performance targets and submission of the SPMS rankings and other documentary requirements.

October 25, 2016

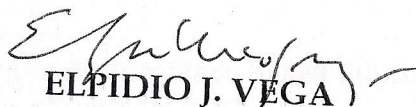


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