



OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FY 2018

Pursuant to Administrative Order No. 25 s. 2011 (AO25), Inter Agency Task Force (IATF) Memorandum Circular No. 2018-11, the Office of the Government Corporate Counsel (OGCC) hereby adopts its guidelines and mechanics in the ranking delivery units for the grant of Performance Based Bonus for year 2018, as follows:

A. DELIVERY UNITS

In compliance with AO 25 IATF 28 May 2018 MC 2018-1, hereunder are the OGCC's delivery units relative to the grant of the PBB for FY 2018:

1. Top Management: GCC, DGCC, AGCCs, CAO and Section Heads;
2. Administrative Unit; and
3. Legal Unit.

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:

B.1. PERFORMANCE RANKING – Ranking of Delivery Units shall be based on their respective deliverables towards the attainment of the

*..... committed to uphold justice
under the rule of law*

OGCC's Major Final Outputs (MFOs) 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;
- Contract Reviews and Legal Opinions released within the 28-day cycle; and
- Special Assignments.

B.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

C. RATES OF THE 2018 PBB

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 2018, 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%

D. ELIGIBILITY OF OFFICERS AND EMPLOYEES FOR FY 2018 PBB

1. The eligibility of the officers and employees will depend on the eligibility and performance of this Office. Their PBB will be based on the monthly basic salary as of 31 December 2018, as follows:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
OGCC achieved all 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 OGCC shall use the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in rating and ranking the performance of the officers and employees.
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) months of service in FY 2018, with at least a Satisfactory rating may be eligible to the full grant of the PBB.

6. An official or employee who rendered a maximum of nine (9) months but a minimum of three (3) months of service and with at least a 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	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:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity 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 2018 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 their 2017 Statement of Assets Liabilities and Networth (SALN) as prescribed under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2018 PBB.

10. Officials and employees who failed to liquidate within the reglementary period, the Cash Advances received in FY 2018 as required by the COA shall not be entitled to the FY 2018 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
12. The GCC shall ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, and completed the SPMS Forms, since these shall be the bases for the release of the FY 2018 PBB.

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

19 September 2018



OWEN M. VIDAD
Government Corporate Attorney IV
PMT-Vice Chairman *as*



BEL D. DERAYUNAN
Assistant Government Corporate Counsel
PMT-Chairman *as*

Approved by:



ELPIDIO J. VEGA
Deputy Government Corporate Counsel
Officer-in-Charge

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY) S.S.

SWORN STATEMENT

I, **AMADO TEODULO E. BAUTISTA II**, of legal age, Filipino citizen, married and with Office Address at the 3rd Floor, MWSS Administration Bldg., Katipunan Avenue, Balara, Quezon City, Metro Manila after having been duly sworn to in accordance with law hereby depose and say:

1. That I am designated as the Focal Person of the Office of the Government Corporate Counsel tasked to coordinate with the AO 25 Secretariat regarding the submission of pertinent documents to qualify for the FY 2018 Performance Based Bonus.
2. That our agency has complied with the directive of the AO 25 Secretariat with regard to activities/details of cascading efforts of the System of Ranking Delivery Units for the FY 2018 PBB;
3. That among the cascading activities/efforts being undertaken by the OGCC are as follows:
 - a) Information dissemination through the issuance of memoranda, notices and other written communications relative to the System of Ranking Delivery Units.
 - b) Public announcements during flag ceremony and employees' assembly
 - c) Responded to queries raised by the employees
 - d) Provided information such as giving the contact information so that employees may coordinate with.
4. That the approved Guidelines/Mechanics for the System of Ranking Delivery Units for the FY 2018 PBB, was signed by the Head of Agency/Officer-in-Charge and already posted in the OGCC Transparency Seal page before the deadline set on 01 October 2018.

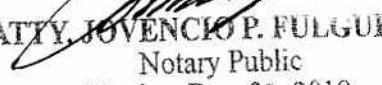
AFFIANT FURTHER SAYETH NAUGHT

Quezon City, Metro Manila, this 21st day of September 2018


AMADO TEODULO E. BAUTISTA II

Subscribed and sworn to before me this _____, affiant exhibiting to me his Office Identification Card No. 58, issued by the Office of the Government Corporate Counsel in October 2011.

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