



**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS**  
**FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)**  
**FY 2020**

Pursuant to Administrative Order No. 25 s. 2011 (AO25) and Inter Agency Task Force (IATF) Memorandum Circular No. 2020-1, the Office of the Government Corporate Counsel (OGCC) hereby adopts these guidelines and mechanics in the ranking of delivery units for the grant of Performance Based Bonus (PBB) for year 2020, as follows:

**A. DELIVERY UNITS**

In compliance with AO 25 IATF dated 02 June 2020 and MC No. 2020-1, hereunder are the OGCC's Delivery Units relative to the grant of the PBB for FY 2020:

1. Top Management: Government Corporate Counsel; Deputy Government Corporate Counsel; Assistant Government Corporate Counsels; Chief Administrative Officer; and Section Heads;
2. Legal Unit; and
3. Administrative Unit.

**B. RATING AND RANKING OF DELIVERY UNITS**

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

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

**B.1. PERFORMANCE RANKING – Ranking of Delivery Units** shall be based on their respective deliverables towards the attainment of the 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 20 working days from receipt pursuant to Republic Act (RA No. 11032) cycle ; and
- Special Assignments.

**B.2. RATING of Delivery Units:**

The force ranking of the eligible Delivery Units shall be according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
<b>Top 10%</b>	<b>Best Delivery Unit</b>
<b>Next 25%</b>	<b>Better Delivery Unit</b>
<b>Next 65%</b>	<b>Good Delivery Unit</b>

**C. RATES OF THE 2020 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 2020, but not lower than P5,000.00, as follows:

<b>OGCC's Performance</b>	<b>PBB as % of Monthly Basic Salary</b>
<b>Best Delivery Unit</b>	<b>65%</b>
<b>Better Delivery Unit</b>	<b>57.5%</b>
<b>Good Delivery Unit</b>	<b>50%</b>

#### **D. ELIGIBILITY OF OFFICERS AND EMPLOYEES FOR FY 2020 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 2020, as follows:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Basic Salary</b>
OGCC achieved all its physical targets in all MFOs, and GASS Indicators	65%
OGCC achieved all GGCs <sup>1</sup> and has deficiency/ies in some of its physical target/s due to uncontrollable reasons.	57.5%
OGCC achieved all GGCs 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 shall receive a rating of at least "Satisfactory" based on the OGCC's CSC-approved SPMS.

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<sup>1</sup> Good Governance Conditions

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 2020, 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. 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; 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 in

FY 2020 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 2019 Statement of Assets Liabilities and Networth (SALN) as prescribed under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2020 PBB.
10. Officials and employees who failed to liquidate within the reglementary period, the Cash Advances received in FY 2020 as required by the Commission on Audit (COA) shall not be entitled to the FY 2020 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
12. The Government Corporate Counsel shall ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies; liquidated their FY 2020 Cash Advances; and completed the SPMS Forms, since these shall be the bases for the release of the FY 2020 PBB.

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

01 July 2020

  
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Approved by:

  
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