



GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)

Pursuant to Memorandum Circular No. 2019-1 (MC 2019-1), dated 03 September 2019, of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (Administrative Order No. 25 s. 2011), HLURB hereby adopts this guidelines for ranking of delivery units and individuals for the Grant of Performance-Based Bonus for FY 2019.

A. RANKING OF DELIVERY UNITS

1. HLURB identified its delivery units in accordance with Annex 1 Master List of Departments/Agencies and Prescribed Delivery Units in departments/agencies of MC 2019-1.
2. The delivery units that meet the criteria and conditions set in Section 4.0 of MC 2019-1 are eligible to the FY 2019 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

3. The accomplishment rate of delivery units shall be based on their performance to applicable requirements in 4.0 *Good Governance Conditions (GCGs)* and/or 5.0 *FY 2019 Performance Targets* of MC No. 2019-1.
4. Accomplishment rates shall be converted to points based on the conversion table below:

PERCENT ACCOMPLISHMENT	NO. OF POINTS
100 % and Above	11
99 %	10
98 %	9
97 %	8
96 %	7
95 %	6
94 %	5
93 %	4
92 %	3
91 %	2
90 %	1
Below 90 %	0

- After conversion, total points shall be averaged based on the total number of indicators of a delivery unit. Delivery units shall be ranked based on the average point garnered. In case of a tie, reference will be made to the raw percentages of accomplishment of the delivery unit.

B. RANKING OF EMPLOYEES


- The employees belonging to the First, Second and Third levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Managements System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- PBB rates of individuals shall depend on the performance ranking of the delivery unit where they belong and shall be calculated based on individual's monthly salary as of December 31, 2018, as follows:

PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery Unit (10%)	65 %
Better Delivery Units (25 %)	57.5 %
Good Delivery Units (65 %)	50 %

- Only personnel belonging to eligible delivery units are qualified for the PBB.

C. PERFORMANCE MANAGEMENT TEAM

- The Performance Management Team (PMT) is the implementing arm of HLURB's SPMS assisted by the Human Resource Management Section (HRMS) acting as PMT Secretariat, and the Plans and Programs Group (PPG).
- The PMT shall ensure that this guidelines is cascaded to HLURB employees.
- The PMT shall oversee the implementation of these guideline and issue necessary rules, regulations, policies and directives consistent with the IATF guidelines.


NERISSA M. SAN JOSE
 OIC, Administrative Division
 Date: 30 September 2019


ATTY. MELZAR P. GALICIA
 Commissioner and Officer-in-Charge
 Date: 30 September 2019