



GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017

The Housing and Land Use Regulatory Board shall adopt the following guidelines/mechanisms in ranking delivery units and individuals with reference to the Memorandum Circular No. 2017-1 of the Inter-Agency Task Force (AITF) issued of March 9, 2017 regarding the implementation of Performance-Based Bonus for Fiscal Year 2017:

A. RANKING OF DELIVERY UNITS

1. The HLURB and its corresponding delivery units that meet the criteria and conditions set in the above circular are eligible to PBB for FY 2017.
2. The list of PBB eligible delivery unit is ranked in accordance with the following performance categories:

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

3. The performance rating of each delivery units shall be based on the performance of Congress-approved targets for the delivery of Major Final Outputs (MFO) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GAAS). The performance rating of officers and employees shall be based on the CSC-approved HLURB Strategic Performance Management System (SPMS) manual.
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

5. 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

1. The employees belonging to the First and Second levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS.
2. 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, 2017, 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 %
Or P5,000 if PBB % of monthly income is lower than P5,000.	

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

C. PERFORMANCE MANAGEMENT TEAM

1. 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).
2. The PMT shall oversee the implementation of these guidelines and issue necessary rules, regulations, policies and directives consistent with the IATF guidelines.


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