



**PERFORMANCE-BASED BONUS 2016
SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL EMPLOYEES**

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. 2016-1 of the Inter-Agency Task Force (AITF) regarding the implementation of Performance-Based Bonus issued on 12 May 2016:

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 2016.
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 unit shall be based on the criteria stipulated in the CSC-approved HLURB Strategic Performance Management System (SPMS) manual. The rating instruments shall be the Office Performance Commitment Review (OPCR) for the delivery units. Accomplishment rate on each performance indicator shall be determined.
4. Accomplishment rates shall be converted to points based on the conversion table below:

PERCENT ACCOMPLISHMENT	NO. OF POINTS
Over 100%	12
100 %	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, 2016, 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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