



Republic of the Philippines

Philippine Information Agency

PIA Bldg., Visayas Avenue, Diliman, Q.C. 1128

Metro Manila, Philippines

Tel. No. 920 1224 Fax. No. 920 4386 www.pia.gov.ph

PIA MEMORANDUM CIRCULAR No. 028

Series of 2018

SUBJECT : 2018 PERFORMANCE-BASED BONUS GUIDELINES

DATE : 26 September 2018

Pursuant to Memorandum Circular No. 2018-1, dated 28 May 2018, issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, PIA delivery units shall be forced rank according to the following categories for the 2018 Performance-Based Bonus (PBB):

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

The twenty five (25) delivery units in the Agency are hereby grouped into two (2) Clusters:

Cluster 1: Nine (9) Central Office Divisions
(ADMIN, FMD, MISD, HRDD, PCRD, PMD, MSSD,
Comms Group, and Executive Office)

Cluster 2: Sixteen (16) Regional Offices

All delivery units will be ranked based on the average of their respective Office Performance Commitment Review (OPCR) ratings for 1st and 2nd semesters of 2018, as validated by the Performance Mangement Team (PMT). Central Office Divisions will be separately ranked from the Regional Offices.

In case of tie among delivery units, the average of the validated Individual Performance Commitment Review (IPCR) ratings of all employees within these delivery units shall be compared.

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual monthly basic salary as of 31 December 2018, but not lower than Php5,000.00, as follows:

PERFORMANCE CATEGORY	RANKING DISTRIBUTION (25 DELIVERY UNITS)	PBB AS % OF MONTHLY BASIC SALARY
BEST DELIVERY UNIT TOP 10%	1 DIVISION 2 REGIONS	65.00%
BETTER DELIVERY UNIT NEXT 25%	2 DIVISIONS 4 REGIONS	57.50%
GOOD DELIVERY UNIT NEXT 65%	6 DIVISIONS 10 REGIONS	50.00%

Determination of eligibility of individuals for PBB 2018 shall be guided by the following provisions of Memorandum Circular 2018-1:

1. Employees should receive a rating of at least "Satisfactory" based on the CSC-approved PIA Strategic Performance Management System (SPMS).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of PBB shall come from the mother agency.
3. 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.
4. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
5. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for 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 Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
6. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
 7. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 8. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC MC No. 3, s. 2015, shall not be entitled to the FY 2018 PBB.
 9. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009, shall not be entitled to the FY 2018 PBB.
 10. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.

Harold E. Clavite

HAROLD E. CLAVITE
Director-General

