

Office of the President
PHILIPPINE COMMISSION ON WOMEN

GUIDELINES ON THE
2016
PERFORMANCE-BASED BONUS
(PBB)

I. POLICY FRAMEWORK/LEGAL BASES

The following laws and policies, issued by the responsible government instrumentalities since 2013 up to the present, shall serve as the policy imperatives for the 2016 Performance-Based Bonus (PBB) Guidelines of the Philippine Commission on Women (PCW):

- A. Republic Act (RA) No. 9485, otherwise known as the Anti-Red Tape Act (ARTA) of 2007, and its Implementing Rules and Regulations under Civil Service Commission (CSC) Memorandum Circular (MC) No. 12, s. 2008;
- B. Administrative Order (AO) No. 25, s. 2011 – Creation of an Inter-Agency Task Force (IATF) and Establishment of the Results-Based Performance Management System (RBPMS);
- C. Executive Order (EO) No. 80, s. 2012 – Adoption of a Performance-Based Incentive System (PBIS) for Government Employees;
- D. CSC MC No. 6, s. 2012 – Guidelines on the Establishment and Implementation of the agency Strategic Performance Management System (SPMS);
- E. CSC-Department of Budget and Management (DBM) Joint Circular (JC) No. 1, s. 2012 – Rules and Regulations on the Grant of Step Increments Due to Meritorious Performance and Length of Service;
- F. Government Procurement Policy Board (GPPB) Resolution No. 10-2012, s. 2012 – Adoption of the Agency Performance Compliance and Performance Indicators (APCPI) System;
- G. Commission on Audit (COA) Resolution No. 2014-003, s. 2014 – Guidelines on the Submission of Financial Reports;
- H. CSC MC No. 3, s. 2015 – Guidelines on the Submission of the Statement of Assets, Liabilities, and Net Worth of Government Personnel;
- I. Republic Act (RA) No. 10717 or the 2016 General Appropriations Act (GAA);
- J. IATF MC No. 2016-01, s. 2016 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2016 under EO Nos. 80 and 201;
- K. Administrative Order (AO) No. 46, s. 2015 – Guidelines on the Submission of the Annual Procurement Program (APP); and
- L. EO No. 201, s. 2016 – Directing the IATF on the Harmonization of the National Government Performance Monitoring, Information, and Reporting System created under AO No. 25, s. 2011, to prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize the difference in levels of performance (government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results).

II. OBJECTIVES

- A. To ensure alignment of the PCW's 2016 targets to its approved Organizational Performance Indicator Framework (OPIF) and to the RBPMS being used to measure the government bureaucracy's performance;
- B. To implement the SPMS of the PCW following the CSC recommendations;
- C. To measure, assess, and link the PCW's performance as an organization with those of its delivery units and that of the individual employee with the delivery unit where s/he belongs to;
- D. To improve the PCW's service delivery by linking personnel incentives to organizational performance and recognizing and rewarding exemplary performance;
- E. To instill a culture of teamwork among the PCW personnel and cultivate their sense of responsibility and accountability that would motivate a higher level of performance from them; and
- F. To ensure accomplishment of committed targets by the PCW's delivery units and personnel.

III. KEY FEATURES

- A. Linkage to the 2016 Performance-Informed Budget (PIB) indicating the 2016 performance indicators, measures, and targets for the Organizational Outcome (OO) and Major Final Outputs (MFOs) for the PCW in the 2016 GAA;
- B. Mandatory adoption of the SPMS to serve as the basis for the performance assessment of first- and second-level employees;
- C. Compliance to the Public Financial Management (PFM) reporting requirements of the COA and DBM;
- D. Adoption and use of the APCPI System;
- E. Submission of the APP; and
- F. Two-step (organization first before individual) system of setting measures and targets and performance assessment leading to the force-ranking of the organization's delivery units in terms of level of performance.

IV. TYPES AND RATES OF PERFORMANCE-BASED INCENTIVES

- A. Performance-Based Bonus (PBB) – to be based on the performance ranking of the delivery unit where the individual employee belongs to and her/his latest monthly basic salary as of December 31, 2016, but not lower than ₱5,000.00, whichever is applicable, as follows:

| Performance Category | PBB as % of Monthly Basic Salary |
|--|---|
| Best Bureau/Office/Delivery Unit (10%) | 65% |
| Better Bureau/Office/Delivery Unit (25%) | 57.50% |
| Good Bureau/Office/Delivery Unit (65%) | 50% |

- B. Mid-Year Bonus – based on the individual employee’s performance for the immediately preceding rating period (2nd semester of 2015) and her/his monthly salary as of May 15, 2016.

V. COVERAGE

A. Delivery Units:

Following the 2015 actual set-up in the Office of the President, the following divisions/projects/units (D/P/Us) within PCW shall be considered as the delivery units to be force-ranked:

Note: However, this may change depending on the policy to be set by the Office of the Cabinet Secretary where PCW now belongs to in view of the reorganization of the Office of the President (OP) effective July 2016:

1. Executive Support Group (ESG);
2. Policy Development and Advocacy Division (PDAD);
3. Technical Services Division (TSD);
4. Monitoring and Evaluation Division (MED);
5. Information Resource Management Division (IRMD);
6. Administrative and Finance Division (AFD);
7. AECID Project Management Office (PMO); and
8. GREAT Women Project 2 PMO.

- B. All officials and employees holding regular plantilla positions and occupying positions in the DBM-approved contractual staffing patterns for the foreign-assisted projects being implemented by PCW.

VI. RECONSTITUTED AND UNIFIED PERFORMANCE MANAGEMENT GROUP (PMG) COMPOSITION FOR THE PBIS AND SPMS

| | | |
|---------------------------------|---|-----------------------------------|
| CECILE B. GUTIERREZ | - | Chairperson (PBB Focal Person) |
| LOLITA E. ETRATA | - | Member (PBB Spokesperson) |
| NHARLEEN S. MILLAR | - | Member |
| JOSEPHINE KHALEEN M. SASUMAN | - | Member |
| MA. REBECCA RAFAELA R. BAYLOSIS | - | Member |
| KAREN G. DAGNALAN | - | Member (EA Representative) |
| ROBERT MATTHEW C. ROMERO | - | Member |
| MARIA C. TASONG | - | Member |
| EMORIE M. PAPASIN | - | Member |
| MARIA THERESA E. CAASI | - | Member and Secretariat, SPMS |
| RAMIL P. SANTOS | - | Secretariat, PBIS |

- A. Ms. Gutierrez, as the PCW's PBB Focal Person, shall oversee the implementation of the SPMS, PBIS, and the annual PBB guidelines issued by the IATF and the PCW;
- B. Ms. Etrata, as the PBB Spokesperson, and Ms. Caasi, as the SPMS Secretary, shall be responsible for orienting and disseminating information to all employees about the PCW 2016 PBB and SPMS guidelines;
- C. Ms. Sasuman, Ms. Tasong, and Ms. Baylosis shall ensure that the Transparency Seal is updated regularly and in accordance with the specifications of the IATF;
- D. Ms. Millar, Mr. Romero, Ms. Dagnalan, and Ms. Papasin shall ensure that the Citizen's Charter is updated regularly and the ARTA provisions in relation to the Citizen's Charter are complied with;
- E. Ms. Etrata and Ms. Caasi shall ensure compliance with the PhilGEPS posting requirements and liquidation of cash advances;
- F. Ms. Caasi shall ensure compliance by all officials and employees with the required submission and review of the Statement of Assets, Liabilities, and Net Worth (SALN) and their eventual submission to the respective SALN repository agencies as prescribed under CSC MC No. 3, s. 2015;
- G. Ms. Tasong and Mr. Santos shall ensure that all the necessary reports/forms and certifications for submission to the IATF are prepared and submitted within the prescribed deadlines and accordingly posted in the PCW website's Transparency Seal;
- H. All employees whose functions/responsibilities are directly or indirectly related to the good governance concerns shall provide all necessary assistance and support services to the PMG to ensure the agency's compliance with the governance conditions; and
- I. The following designated Shepherds will be responsible for assisting and reviewing the reports of each unit and to whom issues/clarifications emanating from the units shall have to be raised first:
 - 1. ESG – IRMD Representative (Mr. Robert Matthew C. Romero);
 - 2. PDAD – TSD Representative (Ms. Nharleen S. Millar);
 - 3. TSD – MED Representative (Ms. Josephine Khaleen M. Sasuman);
 - 4. MED – PDAD Representative (Ms. Rebecca Rafaela R. Baylosis);
 - 5. IRMD – AFD Representative (Ms. Lolita E. Etrata);
 - 6. AFD – (Ms. Karen Dagnalan, EA Representative);
 - 7. AECID PMO – HRMDS Representative (Ms. Maria Theresa E. Caasi);
and
 - 8. GWP2 PMO – Budget Section Representative (Ms. Maria C. Tasong).

VII. 2016 PERFORMANCE TARGETS

A. Organizational Outcome

Level of gender-responsiveness of selected National Government Agencies (NGAs) improved by at least one level in any of the entry points using the GMEF tool – **20 pilot agencies**

B. Operations

1. Major Final Output (MFO) 1: Policy Services on Gender and Development (GAD):
 - a. Number of GAD policies developed and issued or updated and disseminated – **Five (5)**;
 - b. Percentage of stakeholders who rate the policies as good or better – **Sixty-five percent (65%)**; and
 - c. Percentage of GAD policies updated, issued, and disseminated in the last 3 years – **Fifty percent (50%)**.
2. Major Final Output (MFO) 2: Gender and Development (GAD) Technical Advisory Services:
 - a. Number of technical assistance (TA) provided – **Three hundred twenty-five (325)**;
 - b. Percentage of stakeholders who rate the technical advisory as good or better – **One hundred percent (100%)**; and
 - c. Percentage of requests for technical support responded to within 15 days – **One hundred percent (100%)**.

C. Support to Operations (STO)

1. ISO-aligned Quality Management System (QMS) documented and posted in the Transparency Seal composed of the following:
 - a. Approved Quality Manual for PCW; and
 - b. Approved Operations Manual on Gender and Development Plan and Budget (GPB) Review and Endorsement: Procedures and Work Instructions, including Forms;
2. STO targets identified in accordance with the priorities of PCW submitted to the IATF, OP, and the DBM not later than January 15, 2017, as follows:
 - a. Gender Mainstreaming Monitoring System (GMMS) fully operationalized; and
 - b. Mandated gender equality and women empowerment reports submitted on time, as follows:
 - i. GAD Performance of the Philippines Based on the 2014 Accomplishment Reports – **Submitted not later than (NLT) December 2016**;
 - ii. Comparative Report on the Compliance of NGAs to the GAD Budget Policy for FYs 2015-2017 – **Submitted NLT July 31, 2016**;
 - iii. State of the Filipino Women Report – **Submitted NLT June 30, 2016**; and
 - iv. GMEF Assessment Reports on *additional* priority agencies – **Submitted NLT December 31, 2016**.

D. General Administration and Support Services (GASS)

- a. Budget Utilization Rates (BUR) achieved, as follows:
 - i. Obligations BUR computed as obligations against all allotments issued for FY 2016, including those released under the "GAA as a release document" policy – **100%**; and
 - ii. Disbursement BUR measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) in FY 2016 – **98%**;
- b. Public Financial Management (PFM) reporting requirements of the COA and DBM complied with, as follows:
 - i. Budget and Financial Accountability Reports (BFARs) submitted directly to the COA and DBM **NLT the set deadlines** for each report;
 - ii. Report on the Ageing of Cash Advances (with **November 15, 2016 as the cut-off date**) submitted directly to the COA Resident Auditor **NLT December 1, 2016**; and
 - iii. 2015 Financial Reports per COA Resolution No. 2014-003 submitted directly to the COA Resident Auditor **NLT March 31, 2016** as follows:
 - Statement of Financial Position;
 - Statement of Financial Performance;
 - Statement of Changes in Net Assets/Equity;
 - Statement of Cash Flows;
 - Statement of Comparison of Budget and Actual Amounts; and
 - Notes to the Financial Statements;
- c. APCPI System per GPPB Resolution No. 10-2012 adopted by submitting the 2015 APCPI results, complete with the following accomplished forms/annexes to the GPPB-Technical Support Office (TSO) **NLT December 1, 2016**:
 - Annex A or the Self-Assessment Form;
 - Annex B or the Consolidated Procurement Monitoring Report;
 - Annex D or the Procurement Capacity Development Action Plan; and
 - Questionnaire; and
- d. 2016 APP (based on the approved budget in the GAA) submitted to the GPPB-TSO **NLT June 14, 2016**.

VIII. GOOD GOVERNANCE CONDITIONS

- A. Maintained/Updated the Transparency Seal (TS) that is accessible by clicking on the TS logo on the Home page in the PCW's website containing the following documents:
 1. Agency's mandates and functions, names of its officials with their respective positions and designations, and contact information;
 2. DBM-approved budget and corresponding targets for 2016;

3. Budget and Financial Accountability Reports:
 - a. 2013-2016 Financial Accountability Report (FAR) No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAOBDB);
 - b. 2013-2016 Summary Report on Disbursements; and
 - c. 2013-2016 Budget Accountability Report (BAR) No. 1 – Quarterly Physical Report of Operations/Physical Plan;
 4. 2016 Major Programs and Projects categorized in accordance with the Five Key Result Areas under EO No. 43, status of implementation, evaluation, and/or assessment reports (Note: This is not applicable to PCW);
 5. 2016 APP;
 6. ISO-aligned QMS documents; and
 7. System of ranking the delivery units to be posted and disseminated not later than October 30, 2016;
- B. Maintained/Updated the PhilGEPS postings; and
- C. Maintained/Updated the Citizen's Charter.

IX. ELIGIBILITY CRITERIA

- A. Achieved **100%** of the 2016 targets for each of the performance indicators for the *Organizational Outcome (OO)* and *Major Final Outputs (MFOs)* under *Operations* that are indicated under the Performance-Informed Budget of the 2016 GAA and of the targets submitted to the IATF, DBM, and the OP under *Support to Operations (STO)* and *General Administration and Support Services (GASS)* as identified in Part VII – 2016 PERFORMANCE TARGETS – of these guidelines;
- B. Satisfied **100%** of the good governance conditions (GGCs) set for 2016 by the IATF based on the performance drivers of the RBPMS, as follows:
 1. Complied with the provisions of the ARTA and maintained/updated the Agency Transparency Seal (TS) which should be accessible by clicking on the TS logo on the PCW website Home page containing the following documents:
 - a. Agency mandate, vision, mission, and list of officials;
 - b. Quarterly and annual financial reports:
 - i. FY 2013 to FY 2016 FAR No. 1 – SAAOBDB;
 - ii. FY 2013 to FY 2016 Summary Report on Disbursements;
 - iii. FY 2013 to FY 2016 BAR No. 1 - Quarterly Physical Report of Operations/Physical Plan;
 - c. DBM-approved budgets and targets for 2015-2016;

- d. 2016 special programs and projects categorized in accordance with Five Key Result Areas under E.O. No. 43, list or beneficiaries, status of implementation, and evaluation and/or assessment reports. However, since this is not applicable to PCW, the pertinent form shall still be submitted but the phrase "not applicable" shall be indicated;
 - e. Annual Procurement Plan (APP) for FY 2016;
 - f. PCW's system of ranking its delivery units and assessing its individual employees as contained in the PCW 2016 PBB Guidelines to be posted in the PCW website and disseminated to all employees not later than October 30, 2016; and
 - g. PCW Quality Manual and Operations Manual on GPB Review and Endorsement;
2. Maintained/Updated the PhilGEPS postings and submitted the Certificate of Compliance (with November 15, 2016 as cut-off date) not later than December 1, 2016; and
 3. Maintained/Updated the Citizen's Charter;
- C. Has an approved PCW system of assessing and ranking its delivery units and assessing its individual employees as contained in items "X – ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUAL EMPLOYEES" and "XI – PCW 2016 PBB AND SPMS PROCESS" of these guidelines;
 - D. Disseminated the PCW system of assessment and ranking to all PCW officers and employees;
 - C. Submitted the FY 2016 accomplishments using Forms A, A-1, and 1.0 to the IATF not later than January 15, 2017;
 - H. Used the PCW SPMS adopting the CSC recommendations in rating the first- and second-level employees; and
 - I. Used the Career Executive Service Performance Evaluation System (CESPES) in rating the Career Executive Service Officials.

Note: Assessment of the agency compliance with the performance targets, good governance conditions, and other PBB requirements shall be conducted starting October 1, 2016.

X. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUAL EMPLOYEES

A. Eligibility and Ranking of Delivery Units

1. In accordance with the PCW SPMS which adopts the following table of the CSC-prescribed 5-point rating scale, a delivery unit shall have garnered an average numerical rating of not less than 3 which is the lowest figure in the range that is equivalent to the adjectival rating of "Satisfactory":

| RATINGS | |
|------------------------|--------------------------|
| NUMERICAL RANGE | ADJECTIVAL |
| 5.00 | Outstanding |
| 4.00-4.99 | Very Satisfactory |
| 3.00-3.99 | Satisfactory |
| 2.00-2.99 | Unsatisfactory |
| 1.00-1.99 | Poor |

2. Should all of PCW's eight (8) delivery units be found eligible, they shall be force-ranked according to the following categories:

| <u>Ranking</u> | <u>Performance Category</u> |
|----------------|-----------------------------|
| Top 10% | Best (1 unit) |
| Next 25% | Better (2 units) |
| Next 65% | Good (5 units) |

Note: The number of delivery units entitled in each ranking level (after application of the percentages) may vary based on the actual number of eligible delivery units (e.g., if one unit is disqualified for a reason [such as not meeting the average rating of 3], then the universe will change from 8 delivery units to only 7 delivery units, and so on and so forth).

B. Eligibility of Individual Officers and Employees

1. For the PCW Executive Director, in her capacity as the Head of the Agency, her eligibility shall be based on the performance of PCW as an agency and her monthly basic salary as of December 31, 2016, as follows:

| Performance Level | PBB as % of Monthly Basic Salary |
|--|---|
| Agency achieved all GGCs, and its physical targets in <u>all</u> MFOs, STO, and GASS indicators | 65% |
| Agency achieved all GGCs and has deficiency/ies in <u>some</u> of its physical target/s due to <u>uncontrollable</u> reasons | 57.50% |
| Agency achieved all GGCs and has deficiency in <u>one</u> of its physical target/s due to <u>controllable</u> reasons | 50% |

2. Covers only those officers and employees belonging to the eligible delivery units. There shall no longer be a ranking to be done for individual officers and employees within a delivery unit;
3. A first- or second-level employee shall have received an average numerical rating of not less than 3 which is the lowest figure in the range that is equivalent to the adjectival rating of "Satisfactory" under the PCW SPMS;
4. For other third-level officers, such as the Deputy Executive Directors for Operations and Management Services, they shall have received a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES);
5. The ex-officio members of the PCW Board of Commissioners shall not be entitled;
6. An employee who has rendered at least nine (9) months of service for 2016 shall be entitled to the full incentive amount of the performance category garnered by the delivery unit which s/he belongs to;
7. An employee who is newly-hired, retired, resigned, on rehabilitation/maternity/paternity/scholarship/study/sabbatical/vacation or sick leave (with or without pay) and has rendered a minimum of three (3) months but less than nine (9) months of service in 2016 shall be entitled on a pro-rata basis as follows:

| Length of Service | % of PBB |
|---------------------------------|-----------------|
| 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 does 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. Maternity/Paternity leave;
 - e. Vacation or sick leave with or without pay; and
 - f. Scholarship/Study leave;
8. Those employees under the following circumstances shall not be eligible:
- a. On vacation and/or sick leave (with or without pay) and/or study leave for the entire year 2016;
 - b. Found guilty of an administrative and/or criminal case by formal and executory judgment in FY 2016 by the Grievance Committee and approved by the Executive Director, except if the penalty meted out is only a reprimand;

- c. Failed to submit the 2015 Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed in the rules provided under CSC MC No. 3, s. 2015);
 - d. Failed without just cause to liquidate cash advances received in FY 2016 within the prescribed period set by the COA; and
 - e. Failed to submit their complete SPMS Forms; and
9. An officer/employee who transferred from one government agency to another shall be rated by the agency where s/he served the longest.

XI. PCW 2016 PBB AND SPMS PROCESS

A. Rating Periods:

- 1. Both the delivery unit and the individual employee shall be assessed for the 1st semester (January-June 2016) and 2nd semester (July-December 2016); and
- 2. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum shall not be longer than one (1) calendar year (e.g., for employees on probation basis, 3rd-level officers covered by the CESPES, etc.).

B. The following five-point rating scale, **5** being the highest and **1** being the lowest, for setting the performance measures and targets during the performance planning process and for determining the actual accomplishments versus the targets during the performance assessment process, for both the delivery unit and the individual employee, shall be adopted:

| NUMERICAL RATING | DESCRIPTION |
|------------------|--|
| 5 | <ul style="list-style-type: none"> - Performance that meets 130% and above of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved on 1st draft, 0 revision). - Performance that meets 70% and below on timeliness. |
| 4 | <ul style="list-style-type: none"> - Performance that meets 114% to 129% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by the ED on the 1st draft with revision/s on format / representation / grammar) - Performance that meets 71% to 85% on timeliness. |

| | |
|----------|---|
| 3 | <ul style="list-style-type: none"> - Performance that meets 100% to 114% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by the ED on the 2nd draft with revision/s on content) - Performance that meets 86% to 100% on timeliness. |
| 2 | <ul style="list-style-type: none"> - Performance that meets 51-99% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by ED on the 3rd draft) - Performance that meets 101% to 149% on timeliness. |
| 1 | <ul style="list-style-type: none"> - Performance that meets 50% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., no approval, back to the drawing board) - Performance that meets 150% and above on timeliness. |

C. Performance Planning

1. The performance measures and targets shall be based on the PCW SPMS which shall include any one, or a combination, of the following categories, whichever is applicable:

| Category | Definition |
|-----------------------|---|
| Quality/Effectiveness | The extent to which actual performance compares with targeted performance (can be measured by quantity), the degree to which objectives are achieved, and/or the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done. |
| Efficiency | The extent to which time or resources is used for the intended task or purpose. It measures whether or not targets are accomplished with a minimum amount or quantity of waste, expense or unnecessary effort. |
| Timeliness | Measures whether or not the deliverables were done on time based on the requirements of the law and/or the clients/stakeholders. Time-related performance indicators evaluate such things as project/activity/output completion deadlines, time management skills, and other time-sensitive expectations. |

2. The two-step planning process shall be adopted as follows:
 - a. Step 1 – Setting the performance measures and targets for the Division/Project/Unit (D/P/U):
 - i. Division Chiefs/Project Managers/Unit Heads (DC/PM/UH) to propose to the PCW Management Committee (ManCom) and the PMG, for joint review during the scheduled Mid-Year Performance Assessment (MYPA) covering the 1st semester and the Year-End Performance Assessment (YEPA) covering the 2nd semester, of the following reports of their respective units:
 - 2016 Work and Financial Plan (WFP) detailing the activities to be undertaken and the budget needed for each activity using the WFP Form (Annex A); and
 - 1st semester and 2nd semester performance measures, targets, budget, and responsible personnel to be summarized in the Division/Project/Unit Performance Commitment and Review (DPUPCR) Form (Annex B);
 - ii. PMG and ManCom to jointly review the proposals and endorse the final periodic WFP and DPUPCR to the Executive Director (ED) for approval;
 - b. Step 2 – Setting the performance measures and targets for the individual employee:
 - i. DC/PM/UH to cascade down the approved D/P/U measures and targets to serve as the bases for setting the individual employee targets; and
 - ii. The individual measures and targets mutually-agreed upon between the DC/PM/UH and the employee shall be prepared and approved by the Executive Director using the Individual Performance Commitment and Review (IPCR) Form (Annex C).
3. The 1st semester and 2nd semester final measures and targets using the DPUPCR and IPCR Forms shall be submitted on the respective dates agreed upon. The DPUPCR Forms shall be submitted to the Office of the PMG Focal Person while the IPCR Forms shall be submitted to the Human Resource Management and Development Section (HRMDS), Administrative and Finance Division (AFD).

D. Performance Assessment

1. Corresponding to the planning process, the two-step process in assessing actual performance vis-à-vis the set measures and targets shall likewise be adopted as follows:
 - a. Step 1 – D/P/U Organizational Performance:
 - i. The basis for assessment shall be the Accomplishment Report (AR) vis-à-vis the approved WFP and the actual accomplishments vis-à-vis the approved measures and targets as indicated in the completely filled-out DPUPCR Form for the 1st and 2nd semesters, respectively;

- ii. The AR and the DPUPCR of the D/P/U for a particular semester shall be presented by the DC/PM/UH to the ManCom and the PMG for joint review by both bodies. However, for rating and for ranking purposes, only the DPUPCR Form will be used. The AR Form (Annex D) shall be used for the purpose of validation and for preparing the PCW's consolidated accomplishment report;
- iii. The schedules of the performance assessment shall be calendared not later than one month after the end of each semester. However, for the 2016 2nd semester, in order for PCW to be able to meet the set deadline on January 15, 2017, the 2nd semester performance assessment shall be undertaken on December 2016 and the final AR and DPUPCR Forms shall be submitted to the Office of the PMG Focal Person on or before January 7, 2017;
- iv. Assessment shall be jointly done by the ManCom and the PMG and validation of reported accomplishments shall be done by the PMG. In case a discrepancy/discrepancies is/are discovered upon validation, the PMG shall determine the accurate rating and require the DC/PM/UH to explain the reason for the discrepancy/ies;
- v. In case of intervening assignment/s given to the D/P/U, the Executive Director (as negotiated between the ED and the DC/PM/UH and as validated by the PMG) may award a bonus rating of up to a maximum of .5 point (which is the equivalent of 10% of the 5-point rating scale) to be added to the semestral rating before computing the annual average rating;
- vi. The actual accomplishments as rated in the DPUPCR Form shall have a weight of **80%** while compliance to administrative rules and regulations shall have a weight of **20%**. The specific administrative rules and regulations to be measured shall be the observance of the lead times set for:
 - procurement of goods and services and consulting services (except public bidding):
 - Buffer stock – four (4) working days;
 - Up to P50,000.00 – ten (10) working days; and
 - More than P50,000.00 – 1 month or 30 calendar days;
 - processing of transactions:
 - Processing of payments – two (2) working days or 16 working hours; and
 - Annual Procurement Plan – NLT November 15, 2016;
 - liquidation of cash advances:
 - Special activity cash advance – thirty days (30) from the completion of the activity;
 - Local travel – thirty (30) days from arrival; and
 - Foreign travel – sixty (60) days from arrival;
- vii. The average rating for each semester shall be computed first and the final rating for the D/P/U at the end of 2016 shall be the average of the two semestral ratings with the corresponding adjectival rating; and
- viii. A force-ranking of the eligible delivery units shall be done to determine their respective performance categories.

- b. Step 2 – Individual Employee Performance:
- i. Assessment of the individual employee's performance shall be undertaken by the respective delivery unit heads;
 - ii. For both semesters, the basis for assessment shall be the approved actual individual accomplishments vis-à-vis the approved targets as contained in the Individual Performance Commitment and Review (IPCR) Form;
 - iii. In case of intervening assignment/s for the DC/PM/UH or the staff member as validated by the PMG, the ED for the DC/PM/UH or the DC/PM/UH for her/his staff member, respectively, may award a bonus rating of up to a maximum of only .5 point (which is the equivalent of 10% of the 5-point rating scale) to be added to the semestral rating before computing the annual average rating;
 - iv. The DCs/PMs/UHs shall be rated based on the DPUPCR accomplishments with a weight of 60% and their respective managerial competence with a weight of 40% to be determined using the 360-degree feedback questionnaire with the following weights – 30% for the Subordinate, 40% for the Superior, 15% for the Peer, and 15% for the Ratee;
 - v. The final rating at the end of 2016 shall be the average of the two semestral ratings with the corresponding adjectival rating; and
 - vi. The average ratings of all the personnel within the D/P/U shall not be higher than the average rating garnered by the D/P/U;
2. The performance rating garnered for each performance indicator shall be indicated in the appropriate RATINGS column in the DPUPCR and IPCR Forms;
 3. For both the organizational and individual levels, in case there is more than one item to consider in the assessment, the average rating shall always be computed to arrive at the final semestral and annual ratings;
 4. The organizational performance ratings shall be jointly reviewed by the ManCom and the PMG and validated by the PMG. Their recommendations on the ranking of the delivery units shall be submitted to the Executive Director for approval;
 5. The DC/PM/UH shall prepare the final DPUPCR Form and submit this to the PMG on or before August 31, 2016 for the 1st semester and January 7, 2017 for the 2nd semester, respectively; and
 6. The individual employee shall likewise finalize her/his IPCR Form and submit this to HRMDS, AFD not later than the set deadline;
- E. For the purpose of determining where an employee who was reassigned shall belong to because of the organizational force-ranking prescription under the PBB guidelines, the following rules shall apply:
1. To the D/P/U where s/he spent a majority of her/his working time during the year; and

2. In case of equal time, to the D/P/U where s/he transferred to effective July 1, 2016;
- F. An employee who shall be on prolonged official travel, approved leave of absence, and/or attending training or scholarship programs at the time of the assessment schedule and who has already met the required minimum rating period of 90 days shall submit her/his IPCR Form before s/he leaves the office; and
 - G. An employee who shall be on prolonged official travel, scholarship or training covering an entire semestral rating period shall use the performance rating obtained in the immediately preceding or succeeding rating period during the year (e.g., if the travel, scholarship or training happens during the 1st Semester, then the 2nd Semester rating period shall be used and vice-versa).

IX. EFFECTS OF NON-COMPLIANCE TO THE 2016 PBB GUIDELINES PER IATF MC NO. 2016-01

- A. Disqualification for the 2016 PBB for inability to comply with all the good governance conditions in 2016;
- B. Disqualification from the PBB in the succeeding year and filing of the appropriate administrative case by the CSC/Ombudsman in case/s of misrepresentation in the submitted reports for the PBB, commission of fraud in the payment of the PBB, and/or violation of the provisions of the MC No. 2016-01; and
- C. Being investigated, being issued a warning, and/or withholding of the PBB payment for the succeeding year in case it was found out that a unit has evenly distributed the PBB among its staff members in 2015.

X. EMPLOYEE SANCTIONS

- A. An employee who shall neither perform the duties and responsibilities nor comply with the provisions specified hereto, unless justified and duly accepted by the PMG, the ManCom, and the Executive Director, with corresponding factual evidences and supporting documents, shall be:
 1. Disqualified for the PBB and other performance-based personnel actions, such as promotion, training or scholarship grants, and incentives; and
 2. Subjected to administrative sanction for violation of reasonable rules and regulations and simple neglect of duty.

XI. APPEALS

- A. Any issue and/or appeal on the initial performance assessment of the D/P/U shall have to be raised and immediately settled by the PMG and the ManCom during the performance assessment activity called for the purpose. The performance assessment of the D/P/U as agreed upon during this session shall be final and not appealable; and

B. An employee who feels aggrieved or dissatisfied with the individual performance rating given to her/him by the DC/PM/UH may raise an appeal to the PMG not later than November 15, 2016 for the 1st Semester and January 5, 2017 for the 2nd Semester. However, s/he shall not be allowed to protest the performance ratings of other co-employees. The ratings obtained by others may only be used as basis or reference for comparison in appealing one's individual performance rating. The PMG shall decide on the employee appeals within three (3) working days to beat the January 15, 2017 deadline set for submission of the required documents for entitlement to the 2016 PBB to the IATF.

XII. These PCW 2016 PBB guidelines for the PCW are issued in addition to the applicable and pertinent provisions embodied in the 2013-2015 PBB guidelines issued by the PCW. However, all other provisions inconsistent with these guidelines are hereby superseded and/or amended accordingly.

XIII. These guidelines shall take effect immediately upon its issuance covering the 2016 performance and issued for compliance of all PCW personnel.

Prepared/Endorsed by:


CECILE B. GUTIERREZ
PMG Chairperson/PBB Focal Person


NHARLEEN SANTOS-MILLAR
PMG Member/Alternate PBB Focal Person


LOLITA E. ETRATA
PMG Member/PBB Spokesperson

JOSEPHINE KHALEEN M. SASUMAN
PMG Member


MARIA. THERESA E. CAASI
PMG Member and SPMS Secretariat

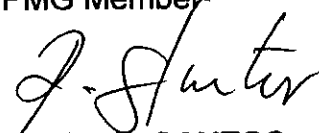

MARIA C. TASONG
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ROBERT MATTHEW C. ROMERO
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PMG Member


KAREN G. DAGNALAN
PMG Member


RAMIL P. SANTOS
PMG Secretariat and PBIS Secretariat

Approved by:


EMMELINE L. VERZOSA
Executive Director

FORM I

Division: _____

2016 Work and Financial Plan

| MFO/PERFORMANCE INDICATORS | ACTIVITIES | TARGET | PERSONS INVOLVED | BUDGET (In Pesos) | Thousand |
|----------------------------|------------|--------|------------------|-------------------|----------|
| A. 1. | 1.1 | | | | |
| | 1.2 | | | | |
| | | | | Sub-total: | |
| 2. | 2.1 | | | | |
| | 2.2 | | | | |
| | | | | Sub-total: | |
| 3. | 3.1 | | | | |
| | 3.2 | | | | |
| | | | | Sub-total: | |
| B. 1 | 1.1 | | | | |
| | 1.2 | | | | |
| | | | | Sub-total: | |
| 2. | 2.1 | | | | |
| | 2.2 | | | | |
| | | | | Sub-total: | |
| 3. | 3.1 | | | | |
| | 3.2 | | | | |
| | | | | Sub-total: | |
| | | | | TOTAL | |

FORM I-A

Division: _____

MFO/Performance Indicators:

Activity:

2016 Work and Financial Plan

Breakdown of the Budget per Activity from Form I

| MAINTENANCE AND OPERATING EXPENDITURES | AMOUNT (In Thousand Pesos) | FUNDING SOURCE | REMARKS/BASIS FOR COMPUTATION |
|--|-------------------------------|----------------|-------------------------------|
| Traveling | | | |
| Training and scholarship | | | |
| Supplies and materials | | | |
| Utility expenses | | | |
| Advertising | | | |
| Communication | | | |
| Printing and binding | | | |
| Rent | | | |
| Subscription | | | |
| Professional services | | | |
| Repair and maintenance | | | |
| Other maintenance and operating expenses | | | |
| Capital/equipment outlay | | | |
| Total (In thousand Pesos) | | | |

DIVISION/PROJECT/UNIT PERFORMANCE COMMITMENT AND REVIEW (DPUPCR) FORM

Name of Division: _____

I, _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2016.

Signature of Division Chief
Date: _____

| |
|---|
| APPROVED BY: |
| Name: EMMELINE L. VERZOSA |
| Position: Executive Director/SPMS Champion |

| |
|----------------------|
| 5- Outstanding |
| 4- Very Satisfactory |
| 3- Satisfactory |
| 2- Unsatisfactory |
| 1- Poor |

| MAJOR FINAL OUPUT | SUCCESS INDICATORS (Targets + Measures) (NOTE: Please add rows for success indicators if necessary) | Alloted Budget | Individuals Accountable | Actual Accomplishments | RATINGS | | | Remarks |
|-------------------|---|----------------|-------------------------|------------------------|--------------|---|---|----------------------|
| | | | | | Q | E | T | |
| | | | | | | | | |
| | | | | | Final Rating | | | |
| | | | | | | | | Final Average Rating |

| |
|------------------------|
| Final Rating by: _____ |
| Position: _____ |
| Date: _____ |

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM

July 1-December 31, 2016. _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period

Signature _____
Date: _____

APPROVED BY: _____
Name: **EMMELINE L. VERZOSA**
Position: **Executive Director/SPMS Champion**

- 5- Outstanding
- 4- Very Satisfactory
- 3- Satisfactory
- 2- Unsatisfactory
- 1- Poor

| MAJOR FINAL OUTPUT | SUCCESS INDICATORS (Targets + Measures) (NOTE: Please add rows for success indicators if necessary) | Actual Accomplishment | RATING | | | Remarks |
|----------------------|---|-----------------------|--------|---|---|---------|
| | | | Q | E | T | |
| MF-01: | | | | | | |
| MF-02: | | | | | | |
| Total Rating | | | | | | |
| Final Average Rating | | | | | | |

Rater's Comments and Recommendation for Development Purposes or Rewards/Promotion _____

The above rating has been discussed between the Rater and the Ratee.

Name and Signature of Rater: _____
Position: _____
Date: _____

Final Rating by the Division Chief/Project Manager/Unit Head: _____
Position: _____
Date: _____

Division/Project/Unit: _____

2016 Year-End Performance Assessment and 2016 Work and Financial Planning Exercise
 December _____, 2016

ACCOMPLISHMENT REPORT
 2nd Semester 2016

| (1) MFO/Performance Indicators/Activities | (2) TARGET | (3) ACCOMPLISHMENTS | | (4) BUDGET (in '000) | | REMARK |
|---|---------------|------------------------|--------------|------------------------------|---|--------|
| | | (3a) ACTUAL | (3b) RATE | (4a) ALLOCATED FY 2016 | (4b) UTILIZED As of 15 December 2016 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| OTHER MAJOR/ NOTABLE PROGRAMS | | | | | | |
| | | | | | | |
| | | | | | | |