

PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES

GUIDELINES ON THE SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS

In line with the Grant of the Performance-Based Bonus (PBB) for FY2019

I. SCOPE AND COVERAGE

1. ELIGIBILITY CRITERIA

- a. All officials and employees who have rendered at least nine (9) months of service for the year ending December 31, 2019 i.e. employed on or before March 31, 2019 shall be eligible to the full grant of the PBB provided they are holding regular plantilla positions (IATF MC 2015-1 Section 6.9).
- b. Employees who rendered a minimum of three (3) months but less than nine (9) months of service whose rating is at least "Satisfactory" shall be eligible to the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows (IATF MC20165-1 Section 6.10):

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%

- c. The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB:
 - Newly-hired
 - Retirement
 - Resignation
 - Rehabilitation Leave
 - Maternity Leave
 - Vacation or Sick Leave with or without pay
 - Scholarship/Study Leave
 - Sabbatical Leave
- d. 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 the PBB shall come from the mother agency (IATF MC 2015-1 Section 6.7)

- e. Personnel who transferred from one government to another agency 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 (IATF MC2015-1 Section 6.8).

2. RATING PERIOD

The Rating Period shall be 1st and 2nd semesters of 2019. Minimum appraisal period is at least ninety (90) days or three (3) months.

3. PERFORMANCE RATING

- a. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) (IATF MC2015-Section 6.4).
- b. Third Level officials should receive a rating of at least "Very Satisfactory" under the CESPES Payment of the PBB to Third Level officials shall be contingent on the release or results of the CESPES (IATF MC2015-1 Section 6.8).
- c. Individuals who receive performance ratings below the minimum required for their position level shall not be qualified for the PBB (IATF MC2015-1 Section 6.4 and 6.5).

II. RANKING OF DELIVERY UNITS

Divisions (as delivery units) that meet the criteria and conditions in Section 3.1 (IATF MC 2015-1) are eligible to the PBB for FY2019. Delivery units eligible to the PBB shall be force ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Division
Next 25%	Better Division
next 65%	Good Division

III. OTHER/SPECIALPROVISIONS

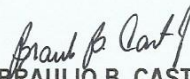
DISQUALIFICATION TO THE GRANT OF PBB

Apart from those having a performance rating below the minimum required, the following are disqualified to the grant of PBB:


- a. 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 (IATF MC2015-Section 6.11).

- b. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2019 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 (IATF MC 2015-1 Section 6.12).
- c. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2019, PBB (IATF MC2015- 1 Section6.13).


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