

OFFICE POLICY NO. 2019 – 008
30 September 2019

SUBJECT: Guidelines/Mechanics in Ranking Offices/Delivery Units for the Grant of FY 2019 Performance-Based Bonus (PBB)

I. OBJECTIVES

This Office Policy is issued to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2019 performance, pursuant to Memorandum Circular No. 2019-01 dated September 3, 2019, issued by the Inter-Agency Task Force (IATF) on AO No. 25 s.2011, which provides for the Guidelines in the grant of the Performance-Based Bonus (PBB) For Fiscal Year (FY)2019 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016.

II. COVERAGE

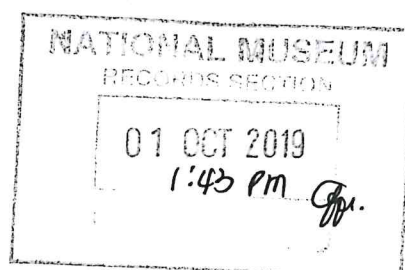
This Policy covers all plantilla personnel of the National Museum of the Philippines in the Central and Regional, Area, Site Museum and Satellite Offices.

III. GUIDELINES

The Circular likewise provides additional requirements and conditions for eligibility, as well as the clustering of delivery units as basis for ranking. The following guidelines shall be enforced:

A. ELIGIBILITY OF INDIVIDUALS

1. The Director-General (Head of the Agency), shall be eligible only if the National Museum of the Philippines (NMP) is eligible for PBB 2019, and his maximum PBB rate shall be equivalent to 65% of his monthly basic salary as of December 31, 2019. He should not be included in the Form 1-Report on Ranking of Delivery Units.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
3. 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.



4. Personnel who transferred from one government agency 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.
5. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
6. An official or employee who has rendered a minimum of 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICES	% 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%

B. EMPLOYEES NOT ELIGIBLE FOR PBB 2019

1. An employee who is on vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2019 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
4. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
5. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

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6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS Certification, or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Agency fails to comply with any of these requirements.

C. NATIONAL MUSEUM OF THE PHILIPPINES (NMP) DELIVERY UNITS

The clustering of NMP offices/divisions is as follows:

<i>Office of the Director-General</i>
<i>Office of the Deputy Director-General for Museums:</i> <ol style="list-style-type: none"> 1. Archaeology Division 2. Architectural Arts & Built Heritage Division 3. Botany & National Herbarium Division 4. Central Museum Visitor Operations Division 5. Exhibition, Editorial & Media Production Services Division 6. Ethnology Division 7. Fine Arts Division 8. Geology & Paleontology Division 9. Maritime & Underwater Cultural Heritage Division 10. Museum Services Division 11. Research, Collections & Conservation Management Division 12. Zoology Division
<i>Office of the Deputy Director-General for Administration:</i> <ol style="list-style-type: none"> 1. Cultural Properties Regulation Division 2. Facilities Management Division 3. Financial Services Division 4. General Administrative Services Division 5. Human Resource Management Division 6. Regional Administration & Operations Division

Based on the Nineteen (19) eligible offices/delivery units, the number of best, better and good offices will be distributed as follows:

Performance Category	No. of Offices/Delivery Units
Best Performer – Top 10% (19 x 10%)	2
Better Performer – Next 25% (19 x 25%)	5
Good Performer – Next 65% (19 x 65%)	12

D. ELIGIBILITY OF OFFICES/DELIVERY UNITS

1. All Offices/delivery units should have accomplishments in all performance indicator targets as indicated in the approved 2019 Office Performance Commitment Review (OPCR) signed by the Director-General.
2. The adjectival rating of the office/delivery unit should be at least satisfactory.
3. Only the personnel belonging to eligible delivery units are qualified for the PBB.

E. RATING AND RANKING OF OFFICES/DELIVERY UNITS BASED ON ACCOMPLISHED DPCRs

1. The SPMS rating scale shall be used in computing the numerical rating of each office/delivery unit based on the submitted 2019 DPCR Actuals vs Targets.
2. The DPCR numerical rating shall be used in forced ranking the offices/delivery units within the cluster of offices/delivery units.
3. Rating of offices/delivery units that comprise more than one office shall be obtained by getting the average rating.

F. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's office/delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

G. COMPLAINTS MECHANISM

All complaints on individual eligibility, performance rating and office/delivery unit ranking shall be addressed to the Performance Management Team (PMT).

IV. EFFECTIVITY

This Office Policy shall take effect immediately.


JEREMY BARNES, CESO III
- Director-General
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