



GUIDELINES FOR RANKING TIEZA PERSONNEL FOR THE PERFORMANCE BASED-BONUS (PBB) FOR FISCAL YEAR 2016

The TIEZA Performance Management Team shall implement these guidelines for the ranking of individuals for the FY 2016 Performance Based-Bonus (FY 2016 PBB), in accordance with the GCG Memorandum Circular no. 2017-01 dated 9 June 2017:

A. Guidelines on the Ranking of Qualified Personnel

1. The ranking of TIEZA personnel (i.e. officers and rank-and-file) shall be based on the average IPCR/OPCR scores of two (2) rating periods – from 01 January to 30 June 2016 and from 01 July to 31 December 2016;
2. TIEZA personnel shall be clustered in the following groupings as per their job level, to wit:
 - a. Senior Management;
 - b. Middle Management;
 - c. Professional and Supervisory; and
 - d. Clerical/General Staff
3. Subject to the estimated budget ceiling of the agency for the FY 2016 PBB, eligible TIEZA personnel shall be forced-ranked, per above job levels, in accordance with the following percentile rankings:

Percentile Ranking
Top 10%
Next 25%
Next 65%

B. Rates of the FY 2016 PBB

The PBB rates are based on the overall performance of TIEZA personnel for FY 2016. The following shall be the rate of incentive, multiplied with the personnel's monthly basic salary (MBS). However, the FY 2016 PBB rate should not be lower than Php5,000.00.

Ranking	PBB as % of Monthly Basic Salary
Top: Maximum 10%	65%
Next: Maximum 25%	57.5%
Remaining 65%	50%

C. FY 2016 PBB Exclusions

Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets, as follows:

1. Consultants and experts hired to perform specific activities or services with expected outputs;
2. Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;
3. Student laborers and apprentices; and
4. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

D. Eligibility of Individuals

1. Employees should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
2. Third level officials should receive a rating of at least "Satisfactory" under the CESPEs, in accordance with Section 3.1.2 of the GCG MC no. 2017-01;
3. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS, and should receive a rating of at least "Satisfactory";
4. 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. The payment of the PBB shall come from the mother agency;
5. Personnel who transferred from one (1) 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;
6. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB;
7. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service, and with at least "Satisfactory" rating, shall be eligible to the grant of the 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 (9)-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; and
 - i. Other leaves provided by law
8. Personnel who are not eligible for PBB 2016 are the following:
- a. Those with an unsatisfactory rating in any of the two (2) rating periods;
 - b. Those on vacation or sick leave, with or without pay, for the entire FY 2016;
 - c. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment. However, if the penalty meted out is only a reprimand, the personnel shall be qualified for the FY 2016 PBB;
 - d. Newly-hired personnel with less than three (3) months of service to the agency;
 - e. Personnel who failed to submit the latest SALN, as prescribed in the rules provided under applicable CSC rules;
 - f. Personnel who were not able to liquidate their cash advances, received in FY 2016, within the reglementary period as stated in the prevailing COA circular; and
 - g. Personnel who failed to submit their complete FY 2016 SPMS Forms (i.e. IPCR and OPCR forms for 01 January to 30 June 2016 and 01 July to 31 December 2016)

E. Effectivity

These guidelines shall take effect upon approval of the release of the agency's FY 2016 PBB.


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