



## **GUIDELINES FOR RANKING TIEZA PERSONNEL FOR THE PERFORMANCE BASED-BONUS (PBB) FOR FISCAL YEAR 2015**

The TIEZA Performance Management Team shall implement these guidelines for the ranking of individuals for the FY 2015 Performance Based-Bonus (FY 2015 PBB):

### **A. Guidelines on the Ranking of Individuals**

1. The ranking of TIEZA personnel (i.e. officers and rank-and-file) shall be based on the average score of the two (2) rating periods -- from 01 January to 30 June 2015 and from 01 July to 31 December 2015;
2. The ratings based on the following shall be used as the bases for the ranking of Rank-and-File employees:
  - a. PER Rating for the rating period 01 January to 30 June 2015; and
  - b. Individual Performance Commitment Review (IPCR) of the TIEZA SPMS for the rating period 01 July to 31 December 2015
3. Division Managers shall be ranked based on the following:
  - a. PER Rating for the rating period 01 January to 30 June 2015; and
  - b. Average score of the Division Manager's IPCR and the overall rating of the Division as per Summary List of Individual Performance Ratings of the TIEZA SPMS for the rating period 01 July to 31 December 2015
4. Department Managers and Assistant Chief Operating Officers will be ranked based on the following:
  - a. PER Rating for the rating period 01 January to 30 June 2015; and
  - b. Average score of the Office Performance Commitment Review (OPCR) and the overall rating of the Department as per Summary List of Individual Performance Ratings of the TIEZA SPMS, for the rating period 01 July to 31 December 2015

**B. Guidelines for Performance Ranking**

1. The ratings of qualified personnel for PBB 2015 shall be gathered and tabulated;
2. The eligibility of qualified personnel for FY 2015 PBB shall comply with Section 6.0 of IATF Circular No. 2015-1;
3. Subject to the estimated budget ceiling of the agency for the FY 2015 PBB, qualified personnel shall be "forced-ranked" per their average rating for FY 2015 by the TIEZA Performance Management Team, in accordance with the following categories:

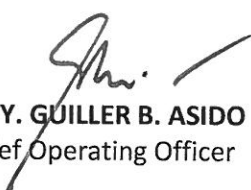
<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

This was the same procedure adopted by the agency for the FY 2014 PBB ranking.

4. Personnel with only one (1) performance rating on record (i.e. due to early separation, new-hire, etc.) shall be included in the list of "good" performers of the agency (i.e. Next 65%);
5. Personnel who are not eligible for PBB 2015 are the following:
  - a. Those with an unsatisfactory rating in any of the two (2) rating periods;
  - b. Found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2015, provided that those whose penalty involve only a reprimand shall not be disqualified from the FY 2015 PBB;
  - c. Newly-hired personnel with less than three (3) months of service to the agency;
  - d. Personnel on vacation or sick leave, with or without pay, for the entire FY 2015;
  - e. Personnel who did not submit their SALN 2014;
  - f. Personnel who were not able to liquidate their cash advances as of 15 November 2015; and
  - g. Personnel with no performance rating for at least one (1) rating period in FY 2015

**C. Effectivity**

These guidelines shall take effect upon approval of the release of the agency's FY 2015 PBB.

  
**ATTY. GUILLER B. ASIDO**  
Chief Operating Officer