



GUIDELINES FOR RANKING TIEZA PERSONNEL FOR THE PERFORMANCE BASED-BONUS (PBB) FOR FISCAL YEAR 2019

The TIEZA Performance Management Team shall implement these guidelines for the ranking of individuals for the FY 2019 Performance Based-Bonus (FY 2019 PBB), in accordance with the GCG Memorandum Circular no. 2019-02 dated 25 July 2019:

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 2019 and from 01 July to 31 December 2019;
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 2019 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 2019 PBB

The PBB rates are based on the overall performance of TIEZA personnel for FY 2019. The following shall be the rate of incentive, multiplied with the personnel's monthly basic salary (MBS) as of 31 December of the applicable year. However, the FY 2019 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 2019 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 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), or equivalent, or the requirement prescribed by the Career Executive Service Board (CESB);
2. 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;
3. 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;
4. 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, as stated in Section 5.1.6 of the GCG Memorandum Circular no. 2019-02
5. An official or employee who has rendered a minimum of nine (9) months of service in FY 2019 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB;
6. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service, and with at least a "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
7. Personnel who are not eligible for PBB 2019 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 2019;
 - c. Personnel found guilty of administrative and/or criminal cases in FY 2019 by formal and executory judgment. However, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
 - d. Newly-hired personnel with less than three (3) months of service to the agency;
 - e. Personnel who failed to timely submit the latest SALN, as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
 - f. Personnel who failed to liquidate all Cash Advances received in the applicable year within the reglementary period, as stated in relevant and prevailing COA Circulars; and
 - g. Personnel who failed to submit their complete FY 2019 SPMS Forms, or its equivalent (i.e. IPCR and OPCR forms for 01 January to 30 June 2019 and 01 July to 31 December 2019)

E. Effectivity

These guidelines shall take effect upon approval of the release of the agency's FY 2019 PBB.

Recommending Approval:


ATTY. JOY M. BULAITAN
Assistant Chief Operating Officer
Administration and Finance Sector

APPROVED/DISAPPROVED:


POCHOLO J.D. PARAGAS
Chief Operating Officer