



SYSTEM OF RANKING THE DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF 2017 PERFORMANCE BASED BONUS (PBB)

I. RATIONALE

The DOST-Science and Technology Information Institute (DOST-STII) System of Ranking the Delivery Units and Individuals was crafted in compliance with Memorandum Circular No. 2017-1 dated 09 March 2017 or the Guidelines on the Grant of the 2017 Performance Based Bonus (PBB), which prescribes the criteria and conditions on the grant of PBB.

This system shall serve as the agency's guidelines in ranking its four (4) delivery units, including the Office of the Director, Finance and Administrative Division, Communication Resources and Production Division, and Information Resources and Information Division, as well as evaluating the eligibility of officials and employees holding regular plantilla positions.

II. ELIGIBILITY

The DOST-STII must meet the eligibility requirements stated in Memorandum Circular No. 2017-1 dated 09 March 2017, to wit:

1. Agency

- Satisfy 100% the Good Governance Conditions set by the AO25 Inter-Agency Task Force (IATF)
- Achieved Congress-approved performance targets for the delivery of Major Final Outputs (MFO) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO), and General Administrations and Support Services (GASS).
- Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the first and second level officials and employees.
- Use the CESPES Rating for the Third-Level Official or DOST-STII Director.

2. Individual

DOST-STII Director shall only be eligible for 2017 PBB if DOST-STII is eligible and if s/he obtained a CESPES rating of at least "Satisfactory". If eligible, s/he will be entitled to PBB rate equivalent to 65% of his/he

Handwritten notes and signatures in blue ink on the right margin, including a large signature and several initials.

monthly basic salary and shall not be included in Form 1.0 – Report on Ranking of Delivery Units.

- First and second level officials and employees should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved SPMS.
- 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.
- 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.
- An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a required performance rating stated above may be eligible to the full grant of the PBB.
- An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for 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:

| 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% |

The following are the valid reasons for an employee who may not meet the nine-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
- Further, conditions to be **ineligible** for the 2017 PBB as stated in MC 2017-1, particularly on items 7.4 to 7.18, shall be observed.

ant

↑

⊕

ix
2
H

III. RANKING OF DELIVERY UNITS AND INDIVIDUALS

1. Delivery Units

- Delivery Units that meet the criteria and conditions in the 3.1.1 are eligible to the PBB for FY 2016, and shall be forced-ranked, as follows:

| Ranking | Performance Category | Number of Delivery Units |
|----------|-----------------------|--------------------------|
| Top | Best delivery units | 1 |
| Next 25% | Better delivery units | 1 |
| Next 65% | Good delivery units | 2 |

- Performance ranking of eligible delivery units is based on the following criteria:

| Indicator | Weight Allocation |
|--|-------------------|
| Office/Division Performance and Commitment and Review* | 80% |
| Budget Utilization | 20% |

*Note: For Office of the Director, the average rating of the employees reporting directly to the Director shall be considered as the delivery unit's performance rating.

2. Individual

- The DOST-STII shall adopt the IPCR and employ the rating scale prescribed by CSC-SPMS for first and second level officials and employees, to wit:

5 – Outstanding. Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.

4 – Very Satisfactory. Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.

3 – Satisfactory. Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals are met.

2 – Unsatisfactory. Performance failed to meet expectations, and/or one or more of the most critical goals were not met.

1 – Poor. Performance was consistently below expectations. And/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

Handwritten notes and signatures on the right margin, including a vertical signature and a large scribble.

- The PBB rates of individual employees shall depend on the performance ranking of the office or delivery unit where they belong with the rate of incentive as a multiple of the individual's monthly basic salary:

| Performance Category | Multiple of Basic Salary |
|-----------------------|--------------------------|
| Best delivery units | 65% |
| Better delivery units | 57.5% |
| Good delivery units | 50% |

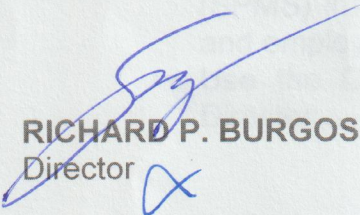
- Assessment of Performance

The set performance rating system that included in the IPCR is the requirement for an acceptable, fair and just rating system that has been accomplished by both the employee/ratee and his/her immediate supervisor or superior officer.

However, the system also allows for inclusion of assessment of performance by the Division Chief(s) in terms of additional points given to the individual employee/ratee before final rating is approved and submitted to the agency's/institute's Director or Officer-in-Charge, as the case may be.

This privilege is accorded the Division Chief(s) as prerogative to award additional points for performance based on his/her assessment of the individual employee/ratee who was assigned additional work/tasks over and above his/her regular work/tasks that may include, but not limited to, the following: as member of regular committees of the agency/institute, as member of Technical Working Groups (TWG), as member of Bids and Awards Committee (BAC), as member of Ad Hoc committees and other special tasks assigned from time to time.

This order shall take effect immediately.


RICHARD P. BURGOS
 Director

Handwritten notes:
 - "aw" (vertical)
 - A circled "X" (vertical)
 - "TPN" (vertical)
 - A large "X" (vertical)