

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

1. The Agency's Performance Rating will be identified first if it is able to achieve at least 90% of each of the performance targets for the delivery of the Major Final Outputs (MFOs).
2. The Agency will then identify the number of delivery units. Similarities of tasks and responsibilities shall be considered in identifying the number of delivery units.
3. The result in Ranking of Delivery Units will determine the corresponding amount of the Performance-Based Bonus (PBB) of the qualified employees. Only employees belonging to a Delivery Unit are entitled to receive the Performance Based Bonus (PBB).
4. The highest amount of the Performance-Based Bonus (PBB) is 65% of the employee's monthly Basic Salary for those whose performance will fall under the Best Delivery Unit Category.
5. The highest amount of the Performance-Based Bonus (PBB) is 57.5% of the employee's Monthly Basic Salary for those whose performance will fall under the BETTER Delivery Unit Category.
6. While the highest amount of the Performance Based Bonus (PBB) is 50% of the employee's Monthly Basic Salary for those whose performance will fall under the Good Delivery Unit Category.
7. There shall **NO** longer be a ranking of individuals within a Delivery Unit.
8. In the case of Bayawan Water District, the Delivery Unit shall be defined as the agency itself. HENCE, there is ONLY ONE Delivery Unit for Bayawan Water District.
9. The AMOUNT of the Agency Head's Performance-Based Bonus (PBB) shall be dependent on the Overall Performance of the Eligible Agency which is as follows:
 - A. Agency that achieved all GGCs, and its physical targets in ALL MFOs, STO and GASS indicators - PBB is 65% of Monthly Basic Salary
 - B. Agency achieved all GGCs, and has deficiency/ies in SOME of its physical target/s due to *uncontrollable* reasons - PBB is 57.5% of Monthly Basic Salary
 - C. Agency achieved all GGCs, and has deficiency in ONE of its physical target/s due to *controllable* reasons - PBB is 50% of Monthly Basic Salary
10. Should identifying 10% of the agency's Delivery Units be *Difficult* or is *Not Applicable*, all Delivery Units shall be considered as belonging to the BEST DELIVERY UNIT/S.


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Date: 10/13/16


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Date: 10/13/16