



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. PSA-ONS-SO4-32

**CRITERIA IN RANKING OF DELIVERY UNITS AND INDIVIDUAL PERFORMANCE  
 FOR THE 2018 PERFORMANCE-BASED BONUS**

The ultimate purpose of the Performance-Based Bonus (PBB) is to develop a culture of excellence in the workplace. It is an incentive to improve one's work habits and quality in the delivery of products and services.

The Philippine Statistics Authority (PSA) structure has 4 Offices, 8 Services, 5 ONS Services/Units and 40 Divisions in the Central Office, 17 Regional Offices, and 86 Provincial Offices in the Field Office.

For 2018 PBB, the Performance Management Team (PMT) identified 26 Delivery Units (DUs), as follows:

<b>Delivery Units</b>	<b>Office/Service/Divisions/ Regions/Province</b>	<b>Number</b>
Office of the National Statistician/Deputy National Statistician	<b>Office of the National Statistician</b>	<b>1</b>
Sectoral Statistics Office (SSO)	<b>Services</b>	<b>3</b>
	<i>Macroeconomic Accounts Service (MAS)</i>	<i>1</i>
	<i>Economic Sector Statistics Service (ESSS)</i>	<i>1</i>
	<i>Social Sector Statistics Service (SSSS)</i>	<i>1</i>
Censuses and Technical Coordination Office (CTCO)	<b>Services</b>	<b>3</b>
	<i>National Censuses Service (NCS)</i>	<i>1</i>
	<i>Standards Service (SS)</i>	<i>1</i>
	<i>Information Technology and Dissemination Service (ITDS)</i>	<i>1</i>
Civil Registration and Central Support Office (CRCSO)	<b>Services</b>	<b>2</b>
	<i>Civil Registration Service (CRS)</i>	<i>1</i>
	<i>Finance and Administrative Service (FAS)</i>	<i>1</i>
Regional Statistical Services Office (RSSO)		<b>17</b>
<b>Total</b>		<b>26</b>



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The PSA will adopt the Memorandum Circular No. 2018-1 dated 28 May 2018 on the eligibility criteria and ranking of Delivery Units. Delivery units eligible to the PBB shall be forced ranked based on the OPCR rating, according to the following:

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

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of 31 December 2018, based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

#### **ELIGIBILITY OF INDIVIDUALS<sup>1</sup>**

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 the requirement prescribed by the 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. Payment of the PBB shall come from the mother agency.
3. 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.
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-rate basis corresponding to the actual length of service to the participating implementing agency.
5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.

<sup>1</sup> - Excerpts from Memorandum Circular No. 2018-1 dated 28 May 2018

6. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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
7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
8. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
9. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2018 PBB.
10. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009, shall not be entitled to the FY 2018 PBB.
11. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB.
12. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
13. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be

entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

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