

Memorandum Circular No. 2017-01 dated March 9, 2017, issued by the Inter-Agency Task Force (IATF) on AO No. 25 s 2011, provides for the Guidelines on the Grant of the Performance-Based Bonus (PBB) for CY 2017. The Circular likewise provides additional requirements and conditions for eligibility, as well as the clustering of delivery units as basis for ranking. The following guidelines shall be enforced

I. Eligibility of Individuals

1. The Chairperson and Commissioners, shall be eligible if the CHR is eligible to receive PBB. Their PBB rate for FY 2017 shall be equivalent to 65% of their monthly basic salary. They shall not be included in the Ranking of Delivery Units.
2. Employees belonging to the First and Second Levels should receive at least ‘Satisfactory’ based on the agency’s CSC-approved Strategic Performance Management System (SPMS).
3. Personnel on detail to the Human Rights Victims Claims Board (HRVCB) for six (6) months or more shall be included in the ranking of employees in the HRVCB that rated his/her performance. Payment of the PBB shall come from the CHR.
4. 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.
5. An official or employee who rendered less than nine (9) months but a minimum of (3) months of service with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered.

II. Employees Not Eligible for the FY 2017 PBB

In addition to the requirements under MC 2017-1, the following are not eligible to receive FY 2017 PBB.

1. Official and employees who failed to liquidate Cash Advances received in CY 2017 within the reglementary period as required by the COA shall not be entitled to the PBB.
2. Officials and employees who failed to submit their complete SPMS Forms to the HRDD shall not be entitled to PBB.
3. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the PBB if the agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 12, 2014 and COA Circular 2015-002 dated March 15, 2015.
4. The Head of the Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:
 - a. FY 2017 APP
 - b. FY 2018 Annual Procurement Plan –Common Use Supplies and Equipment (APP-CSE) to the DBM Procurement Service on or before November 30, 2017.
 - c. Results of the FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012 with complete forms

5. Officials and employees responsible for the non-compliance of prior years’ audit recommendations shall not be entitled to FY 2017 PBB.
6. Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB of the agency fails to comply with the said requirement.
7. Officials and employees responsible for posting and dissemination of the Agency system of ranking of performance of delivery units shall not be entitled to the FY 2017 PBB of the agency fails to comply with the said requirement.

III. CHR Delivery Units

Based on the recommendations of the Department of Budget and Management (DBM), the clustering of the offices/delivery units is as follows:

Offices of the Chairman (1)
1. Staff of the Chairperson and Commissioners; Office of the Commission Secretariat; Office of the Executive Director; Internal Audit Division; Field Operations Office (FOO) ; and Public Affairs and Strategic Communications Office (PASCO)).
Technical and Support Services (6)
<ol style="list-style-type: none"> 1. General Administration Office (GAO) covering General Services Division, Procurement Division, Human Resource Development Division, Financial Management Office Divisions – Budget Division and Accounting Division; 2. Legal Office covering Internal Legal Division and External Legal Division; and Visitorial Office - Visitorial Division; 3. Investigation Office covering Investigation Division, Forensic Division and Security Protection and Assistance Division (SPAD) 4. Centers Management Office covering the four (4) centers and Policy Advisory Office 5. Promotion Office covering the three (3) divisions 6. Planning and Management Office (PMO)
Regional Offices (15)*
1. 15 Regional Offices (1.NCR; 2. CAR; 3. Region I; 4. Region II; 5. Region III; 6. Region IV; 7. Region V; 8. Region VI; 9. Region VII; 10. Region VIII; 11. Region IX; 12. Region X; 13. Region XI; 14. Region XII; and 15. CARAGA)

*Subject to the approval of the DBM, the 15 Regional Offices shall be treated as separate delivery units.

Based on the twenty-two (22)* eligible offices/delivery units, the number of best, better and good offices will be distributed as follows:

Number of Offices/Delivery Units Per Rank

		Number of Offices/DUs
Best Performer	Top 10% (22 x 10%)	2
Better Performer	Next 25% (22 x 25%)	6
Good Performer	Next 65% (22 x 65%)	14
Total		22*

*Subject to the approval of the DBM, the 15 Regional Offices shall be treated as separate delivery units.

IV. Eligibility of Offices/Delivery Units

1. All Offices/delivery units should have accomplishments in all performance indicator targets as indicated in their calibrated Office Performance Commitment Review (OPCR) signed by the Chairperson.
2. The adjectival rating of the office/delivery unit should be at least satisfactory.

V. Rating and Ranking of Offices/Delivery Units Based on Accomplished OPCR

1. The SPMS calculator 2016 v.7, shall be used in computing the numerical rating of each office/delivery unit based on the submitted OPCR Accomplishments vs Targets.
2. All OPCR accomplishments as of November 30, 2017, shall be submitted to the PMT Secretariat on or before December 15, 2017.
3. The OPCR Numerical Rating shall be used in forced ranking the offices/delivery units within the cluster of offices/delivery units.
4. Rating of offices/delivery units that comprised more than one office shall be obtained by getting the average ratings. e.g. *Ratings of Centers Management Office and HR Policy Advisory Office shall be added and divided by two (2) to get their average rating.*
5. The staff of the offices of the Chairperson and Commissioners and Internal Audit Division shall follow the rate of the Commission Secretariat Office.
6. In case of tie or same numerical rating, the accomplishments of subject offices/delivery units shall be rated using the simple averaging method and shall be subjected for approval of the Commission.
7. The Commission En Banc shall review the rankings guided by the OPCR results and documented performance of the Directors/Officers-In-Charge.
6. Employees assigned to HRVCB shall be grouped in the office where their item are positioned.

VI. Complaints Mechanism

All complaints on individual eligibility and performance rating shall be addressed to the Grievance Committee. All complaints on office ranking shall be addressed to the Performance Management Team (PMT).