

Tourism Promotions Board

(TPB)

**INTERNAL GUIDELINES IN THE RANKING AND DISTRIBUTION OF THE 2016 PERFORMANCE-BASED BONUS (PBB)**

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Pursuant to GCG Memorandum Circular 2015-05 and to IATF Memorandum Circular No. 2016-01, the following are the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2016 under Executive Order No. 80, particularly in the ranking and distribution of PBB to its officials and employees:

**I. COVERAGE**

All Officers and employees who occupy plantilla positions shall be entitled to full grant at the time of the payout of the PBB; *provided*, they have rendered an aggregate of at least nine (9) months of service in the government for the year ending 31 December 2016. Officers and employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on a pro-rata basis.

**II. GUIDELINES**

1. Eligibility of Individual Officers and Employees

- a. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" rating.
- b. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive at least "Satisfactory" rating.
- c. Employees 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 another mother agency.
- d. Employees who transferred from one government agency to another agency shall be rated 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.
- e. An 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.

- f. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on a pro-rate 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 newly hired employee;
- b. Retirement
- c. Resignation
- d. Rehabilitation and Leave;
- e. Maternity and/or Paternity Leave;
- f. Vacation of Sick Leave with or without pay;
- g. Scholarship/Study Leave
- h. Sabbatical Leave

**Exclusions from the grant of 2016 PBB**

- g. 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.
- h. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2016 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification from receipt of the PBB.
- i. Officials and employees who failed to submit the 2016 SALN as prescribed by the rules provided under CSC Memorandum Circular No. 4 (s.2016), shall not be entitled to the FY 2016 PBB.
- j. Officials and employees who failed to liquidate cash advances received in FY 2016 within the reglementary period as required by the COA shall not be entitled to the FY 2016 PBB.

