

Tourism Promotions Board
(TPB)

INTERNAL GUIDELINES IN THE RANKING AND DISTRIBUTION OF THE 2015 PERFORMANCE-BASED BONUS (PBB)

Pursuant to GCG Memorandum Circular 2015-05 and to IATF Memorandum Circular No. 2015-01, the following are the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015 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 2015. 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 the 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 2015 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 FY2015 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 2015 SALN as prescribed by the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
- j. Officials and employees who failed to liquidate cash advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
- k. Those hired without employee-employer relationships and paid from non-Personal Services appropriations/budgets as follows:

- Consultants and experts hired to perform specific activities or services with expected outputs
- Laborers hired through job contracts and those paid on piecework basis.
- Individuals and groups of people whose services are engaged through job orders contracts of service or others similarly situated.

2. Distribution System

Distribution of PBB among qualified Officers and Employees who have complied with the eligibility rules shall be in accordance with the following procedure:

Grouping of Personnel

In determining the distribution of the PBB among qualified TPB Officers and Employees, all personnel shall be ranked on a percentile basis within their levels as determined by the TPB Governing Board through Management in accordance with the following guidelines:

- (a) Senior Management: This refers to the highest ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under GCG MC No. 2015-06, or the PBB but not both. In the event the COO is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall be included in the forced ranking of Officers and Employees.
- (b) Middle Management: This refers to the executive officers of TPB, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of strategy, implement and maintain policies of the organization for area of responsibility.
- (c) Professional and Supervisory: This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results.
- (e) Clerical/General Staff: This category includes all clerical, administrative, customer service, secretarial and messengerial staff with little or no supervisory responsibility but contribute independently to the organization.

Distribution for Qualified Officers and Employees

In each level provided for in Section I above, the ratings of Officers and Employees under the GOCC's SPMS or its equivalent shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

- (a) For TPB, state of PBB shall be based on the performance of individual Officers and Employees with the following fixed rate of incentive:

PERCENTILE	AMOUNT
Top: Maximum 10%	25,000
Next: Maximum 25%	15,000
Remaining Minimum 65%	7,500

- (b) The performance of employees shall be the average rating of the two (2) rating periods as reflected in the IPCR.
- (c) The ranking of Officers and individuals shall be determined by the Performance Management Team (PMT).

The individual ranking shall be made within the Office and based on Performance Category following these procedures:

- (a) Come-up with a list of the ratings of the employees belonging to first and second level positions for the two (2) rating periods.
- (b) Get the final average ratings for the first and second level positions as calibrated/deliberated by the Performance Management Team.
- (c) Arrange the individual ratings from highest to lowest. Determine the equivalent number of employees belonging to each of the individual performance category.
- (d) For purposes of forced ranking, the individual employee eligible to the PBB shall be ranked based on the individual performance categories.