

GUIDELINES ON THE SYSTEM OF RANKING OF OFFICIALS AND EMPLOYEES FOR THE FY 2024 PERFORMANCE-BASED BONUS (PBB)

The Tourism Promotions Board (TPB) adopts the system of ranking prescribed by the Governance Commission for GOCCs (GCG), the Interim Performance-Based Bonus (PBB) under Memorandum Circular No. 2019-02 dated 25 July 2019 and Memorandum Circular 2021-02 dated 6 September 2021, as follows:

I. COVERAGE

TPB Officers and Employees who occupy plantilla positions shall be entitled to the full grant of the PBB 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 public sector for the applicable PBB year. 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 TPB Officers and Employees

- a. Employees belonging to the First and Second Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS), or equivalent.
- b. Third Level officials should receive a rating of at least "Very Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
- c. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS, or equivalent, and should receive a rating of at least "Very Satisfactory."
- d. 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.
- e. 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.

- f. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Very Satisfactory" rating may be eligible to the full grant of the PBB.
- g. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Very Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<i>Length of Service</i>	<i>% of PBB</i>
<i>8 months to less than 9 months</i>	<i>90%</i>
<i>7 months to less than 8 months</i>	<i>80%</i>
<i>6 months to less than 7 months</i>	<i>70%</i>
<i>5 months to less than 6 months</i>	<i>60%</i>
<i>4 months to less than 5 months</i>	<i>50%</i>
<i>3 months to less than 4 months</i>	<i>40%</i>

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; and
 - (i) Other leaves provided for by law.
- h. 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.
 - i. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment 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.

- j. Officials and employees who failed to timely submit the latest SALN as prescribed in the rules provided under applicable CSC rules; or those 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 PBB of the applicable year.
 - k. Officials and employees who failed to liquidate all Cash Advances received in the applicable year within the reglementary period as stated in the prevailing COA Circular, shall not be entitled to the PBB for the same year.
 - l. Officials and employees who failed to submit their complete SPMS forms or its equivalent, shall not be entitled to the PBB of the applicable year.
 - m. Agency heads should ensure that officials and employees covered by R.A. No.6713 submitted their SALN of the preceding year to the respective SALN repository agencies, liquidated their Cash Advances of the corresponding year, and completed SPMS Forms. as these will be the basis for the release of the PBB of the applicable year to individuals.
2. Exclusions. - Excluded from the grant of the PBB are those hired without employer-employee relationships with TPB and paid from non-Personal Services appropriations/budgets as follows:
- (a) Consultants and experts hired to perform specific activities or services with expected outputs;
 - (b) Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
 - (c) Student laborers and apprentices; and
 - (d) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

III. DISTRIBUTION SYSTEM

Distribution of PBB among qualified TPB Officers and Employees who have complied with the eligibility rules in Section 1 above and the Eligibility of a GOCC to Grant the PBB under item no. 4 of the GCG MC No. 2019-02 shall be in accordance with the following procedure:

1. **Grouping of Personnel.** - In determining the distribution of the PBB among qualified GOCC Officers and Employees, all personnel shall be ranked on a percentile basis

within their respective levels as determined by the GOCC Governing Board through Management in accordance with the following guidelines:

(a) **Senior Management:** This refers to the executive officers of the 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 specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility.

The President/CEO, or whoever is the highest ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under the applicable MC on PBI, or the PBB, but not both. In the event the CEO 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 not be included in the forced ranking of Officers and Employees.

(b) **Middle Management:** This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise (e.g., Head of Department or Service).

(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. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (e.g., Financial Analyst/Specialists, Accountant, HR Officer, etc.)

(d) **Clerical/General Staff:** This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians (e.g., Secretary, Clerk, Finance Processor, Administrative Assistant, Chauffeur, Utility Worker, Messenger).

2. **Distribution for Qualified Officers and Employees.** In each level provided for in Section 1 above, the ratings of Officers and Employees under the TPB's SPMS or its equivalent shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

2.1. **Rates of PBB.** - The grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December of the applicable year based on the table below, unless otherwise specified by the GCG, but not lower than P5,000:

<i>Percentile</i>	<i><u>PBB as % of MBS</u></i>
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

**The percentile of the "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the "Remaining" level.*

Provided, that the total cost of the PBB shall not result in a net loss for the applicable year computed before subsidy and unrealized gains/losses, and after payment of all statutory obligations and liabilities.

The Division Chief, OICs or its equivalents' rating for their respective staff shall be subject to the validation of the PMT. Any complaints pertaining to ratings whether of the concerned employee or other divisions/employees shall be coursed through to the PMT or SPMS Grievance Committee.

IV. ELIGIBILITY CRITERIA FOR THE PBB AND RANKING OF INDIVIDUAL PERFORMANCES

1. For TPB, state of PBB shall be based on the performance of individual Officers and Employees provided for in Section 2.1 above percentile and rate of incentive.
2. The performance of employees shall be the average rating of the two (2) rating periods as reflected in the IPCR.
3. The ranking of Officers and Employees shall be determined by the Performance Management Team (PMT).
4. The individual ranking shall be made within the Office and based on Performance Category following these procedures:
 - (a) Come-up with a summary of 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 equivalent number of employees belonging to each 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.
- 5. The IPCR rating of the employees shall also include intervening tasks with proof of actual performance and pioneering initiatives if there are any.
 - 6. The payment of PBB to the Third Level officials shall be contingent on the results of the OPCR.
 - 7. Officials and Employees who do not submit their IPCR on or before the set deadline shall not be entitled to the PBB or to any other performance-based incentives.
 - 8. Personnel who were assigned in more than one (1) division or department within the year shall be based on the average IPCR rating of his/her individual commitments in each office.

V. RELEASE OF THE PBB

The Board of Directors shall ensure that the PBB will only be released to eligible and qualified officers and employees only upon the receipt of the authorization letter from the GCG.

For information and strict implementation.



MARIA MARGARITA MONTMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board