

Office Policy No. 002  
 January 12, 2017

**NBDB Guidelines on System of Rating and Ranking of the Performance of Delivery Units for the Grant of FY 2016 Performance-Based Bonus (PBB)**

1.0 Purpose

This is to provide internal agency guidelines for the rating and ranking of the performance of delivery units for the grant of FY 2016 Performance-Based Bonus (PBB) in line with the following issuances:

- 1.1 Memorandum Circular No. 2016-1: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201.
- 1.2 Memorandum Circular No. 2016-2: Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2016.

2.0 Rating of Individuals and Delivery Units

- 2.1 First and Second Level officials and employees should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) to be eligible for the PBB.
- 2.2 Third level officials and incumbents of the Career Executive Service (CES) positions should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES) for an uninterrupted period of at least three (3) months to be eligible for the PBB.
- 2.3 An official or employee who rendered less than nine (9) months of service but a minimum of three (3) months of service in FY 2016 and with at least "Satisfactory" rating shall be eligible to the grant of PBB on pro-rata basis corresponding to the actual length of service rendered as follows:

Length of service	% of PBB Rate
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%

- 2.4 Delivery units will be rated according to the accomplishment of targets.
- 2.5 There shall be no longer a ranking of individual within a delivery unit.
- 2.6 The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than 5,000.00:




Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65.00%
Better Delivery Unit	57.50%
Good Delivery Unit	50.00%

### 3.0 Ranking of Delivery Units

- 3.1 A delivery unit shall be the primary subdivision of the agency performing substantive line functions, technical services, or administrative support, as reflected in the agency's organizational structure and/or functional chart.
- 3.2 Annex A of MC No. 2016-2 identified and determined the NBDB's delivery units as divisions and offices. However, considering that two (2) divisions, namely IRMIS and FMCD, only have one (1) employee each and considering the similarities in functions and responsibilities, the following clustering of offices and divisions as delivery units will be followed,
- 3.2.1 Office of the Chairman (OTC)
  - 3.2.2 Office of the Executive Director (OED)
  - 3.2.3 Policies and Programs Division (PPD) and Industry Research and Management Information Services (IRMIS)
  - 3.2.4 Accreditation and Incentives Division (AID) and Field Monitoring and Coordination Division (FMCD)
  - 3.2.5 Administrative and Finance Division (AFD)
- 3.3 Delivery units eligible to the PBB shall be forced-ranked according to the following:

Ranking	Performance Category	Number of NBDB delivery units
Top 10%	Best Delivery Unit	1
Next 25%	Better Delivery Unit	1
Next 65%	Good Delivery Unit	3
Total		5

All other issuances inconsistent herewith are hereby deemed revoked and/or modified accordingly.

  
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