



Republic of the Philippines
National Book Development Board

OED Memo – 2017 – 036

To : **ALL CONCERNED**

From : 
JERRY G. TIZON
Executive Director III

Subject : **Guidelines on the System of Ranking of Delivery Units
for the Grant of PBB for 2017**

Date : **5 September 2017**

Consistent with the provisions of the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memo Circular No. 2017-1 dated March 9, 2017, the following guidelines on the system of ranking of delivery units for the grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016 are hereby being proposed:

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the CESPES.
2. Personnel who transferred from one government agency to NBDB 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 NBDB.
3. An official or 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.
4. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis 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%

5. 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; and
 - h. Sabbatical Leave.
6. 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.
7. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 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.
8. Officials and employees who failed to submit the 2016 SALN in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
9. Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period, as required in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
10. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2017 PBB.
11. 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 FY 2017 PBB if NBDB fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
12. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if NBDB fails to submit the following:
 - a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than April 9, 2017 in the format prescribed under GPPB Circular No. 07-2015
 - 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 FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI – Self-Assessment Form; (2) APCPI – Consolidated Procurement Monitoring Report; (3) APCPI – Procurement

Capacity Development Action Plan; and the Questionnaire on or before March 31, 2017.

13. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
14. Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if NBDB fails to comply with the said requirement.
15. Officials and employees responsible for posting and dissemination of the NBDB system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if NBDB fails to comply.
16. Delivery Units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

17. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	.50

18. Only the personnel belonging to eligible delivery units are qualified for the PBB. Payment of the PBB to Third Level Officials shall be contingent on the release of results of the CESPES.

For strict compliance.